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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Skill Level Duties

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| **1.** Evaluate/oversee ARM responsibilities or procedures as they pertain to deployed/contingency flying operations. | **A.** 1C000 |
| **2.** Maintain control and accountability of AMP records. | **B.** 7 Level |
| **3.** Recommend or initiate actions to improve functional operation efficiency. | **C.** 3/5 Level |
| **4.** Prepare and process AOs, AMOs, and military pay orders (MPOs). | **D.** 7 Level |
| **5.** Facilitating aircrew/parachutist procedural changes with users and other agencies | **E.** 9 Level |
| **6.** Prepare FAs, MADOs, & crew authorizations | **F.** 3/5 Level |
| **7.** Manage and direct personnel resource activities | **G.** 7 level |
| **8.** Monitoring aircrew flying time and flying hour utilization. | **H.** 3/5 Level |
| **9.** Analyzing management reports to determine problem areas, trends, and initiate remedial action. | **I.** 1C000 |
| **10.** Plan, organize schedules, direct, and evaluate workloads and duty assignments of ARM personnel. | **J.** 9 Level |