



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 21-05

<https://dmva.alaska.gov/employment/>

POSITION TITLE: Production Controller	AFSC or MOS See Areas of Consideration	OPEN DATE: 07 Oct 2020	CLOSE DATE: 06 Nov 2020
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UNIT OF ACTIVITY/DUTY LOCATION: 176th Maintenance Operations Flight, Joint Base Elmendorf-Richardson, Alaska	GRADE REQUIREMENT: Min: E-5 Max: E-6
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SELECTING SUPERVISOR: MSgt Brent Helm	Position Number 0106984534	PHYSICAL PROFILE: PULHES – 333233
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AREAS OF CONSIDERATION

On-board AK ANG AGR (Must hold a 7-level in 2A, 2R, or 2W AFSC)
Alaska Air National Guard members (Must hold a 7-level in 2A, 2R, or 2W AFSC)

MAJOR DUTIES MAY INCLUDE

AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD or AFOCD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: General - 55
- Strength requirement: Demonstrated ability to lift 50 lbs

PREFERRED QUALIFICATIONS

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
- Cover Letter
- Last 3 Enlisted/Officer Performance Evaluations
- Letters of Recommendation will be accepted

- Knowledge of the following highly desired: Experience, education, or training which indicates you can reason in quantitative terms, communicate orally and in writing in a clear and concise manner, understanding the terminology and data pertaining to repair operations and process characteristics of the production activity.

SPECIAL ANNOUNCEMENT CRITERIA

- Total Active Military Service (TAFMS) REQUIRED FOR AGR SELECTION: In accordance with AKANG Enlisted Force Management Policy Letter, applicants for AGR positions must have the following amounts of active service to fill enlisted positions: (E-5 - Any amount of TAFMS), (E-6 - 4 years TAFMS or more), (E-7 - 10 years TAFMS or more), (E-8 - 12 years TAFMS or more), (E-9 - 15 years TAFMS or more)

TAFMS waivers may apply

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

ACTIVE GUARD AND RESERVE REQUIREMENTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. IAW ANGI 36-101 "Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...." If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee. Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (do not send SURF/Brief)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
 - Resume
 - Cover Letter
 - Last 3 EPR's (or equivalent)
 - Letter of Recommendation

Use AGR Application Instructions from DMVA website (first line under Application)

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 20-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 20-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to ng.ak.akamg.mbx.hro-agr@mail.mil

** Applications will be accepted through ARL SAFE if standard email procedures do not work**

- DoD SAFE <https://safe.apps.mil/>

YOU MUST INCLUDE THE PASSCODE WITH YOUR EMAIL. IF YOU DO NOT INCLUDE THE PASSCODE, HRO WILL NOT BE ABLE TO UNLOCK YOUR APPLICATION.

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

** Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

QUESTIONS:

Applicants should call HRO to verify receipt prior to closeout date.

NOTE: The HRO Org Box sends an auto-reply message, so if you have not received an auto-reply, the org box has not received your email.

To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

Implements preliminary (advance), maintenance plans for assigned weapon systems and schedules immediate maintenance for transient aircraft. Designates, maintains and monitors current maintenance repair priorities of aircraft to ensure actuality and compliance with flying schedules.

- Authorizes and assigns aircraft maintenance jobs, job control numbers either manually or through a computerized maintenance system, work priorities, and start and completion times for scheduled and unscheduled maintenance of aircraft
- Conducts the control and dispatch of shop assignments
- Monitors progress of job completion by dispatched personnel. Control maintenance on assigned aircraft and related support and training equipment.
- Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements, and incorporates all unscheduled maintenance into a daily plan
- Maintains visual aids depicting status of maintenance actions in progress, specialist availability and status of aerospace vehicles, aerospace ground equipment (AGE), training equipment, transportation and tow vehicles, munitions loads, arming of guns and munitions, and location of aircraft and dispatched AGE
- Maintains a visual schedule of daily flying, noting deviations and cancellations. Coordinates with Material Control on mission capable (MICAP) and non-mission capable status (NMCS) of parts, adjustments to in-shop work priorities, and verification for urgency of need designators. Determines the source of supply for cannibalizing actions
- Coordinates with Quality Assurance of functional check flight (FCF) requirements, Air Operations on flying schedule, other maintenance shops for coordination of repair work and with other functional areas as required
- Requests necessary support services such as firefighting activity standby, fuel and defuel civil engineer support
- Directs physical movement of aircraft and aerospace ground equipment
- Controls the maintenance communications and transportation systems to provide for the effective transmission of information and movement of material and maintenance personnel
- Develops and maintains current procedural check sheets for use during actions such as mass loads, combat turnaround, broken arrow (nuclear emergency), emergency war orders (EWO) notification, aircraft crash, flightline fire, severe weather warning or evacuation
- Monitors and revises the sequence of preselected aircraft required for contingency commitments
- Makes required inputs to the automated data system and retrieves data and/or computer generated products as required
- Conducts training of assigned military personnel
- Performs duties to facilitate the control and coordination of the maintenance flight line activity. Monitors aircraft maintenance in progress and provides estimated completion time follow-up on all flight line activity to provide continuing surveillance of progress and requirements
- Anticipates problems and provides alternatives and recommendations to meet mission schedules
- Performs duties of engine management within the Plans and Scheduling office to include tracking and management of engine serially controlled components, and engine data. Perform duties of managing all assigned aircraft and auxiliary engines
- Assist with all duties and functions of the Plans, Scheduling and Documentation office. Perform duties of aircraft maintenance scheduling and coordinate with other agencies on the weekly and monthly flying schedules and how they impact the Maintenance Group.
- Performs other duties as assigned

General Experience is described as experience, education, or training which indicates you can reason in quantitative terms, communicate orally and in writing in a clear and concise manner, understanding the terminology and data pertaining to repair operations and process characteristics of the production activity.

- Must have at least 24 months experience, education or training preparing job or work orders; scheduling various phases of projects into the production facility; following up to see if work is progressing as planned and arranging for adjustments in materials, machine processes, and work sequencing allowing for changes
- Experience with current automation support programs to input data, provide status of equipment, and monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.
- Experience in scheduling work flow in more than one area and responsible for coordinating products or materials from support activities
- Experience in performing or supervising journeyman level work in a shop located within the production facility
- Experience in preparing job work orders, scheduling projects into shops, following up to see if work is progressing as planned, and arranging for adjustments in materials, machine processes, and work sequencing to allow for unanticipated changes