



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-69**



\*Dual Advertisement with Technician Advertisement F1688214\*

<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Maintenance Management Superintendent</b>	<b>AFSC:</b> <b>2R0X1/2R1X1</b>	<b>OPEN DATE:</b> <b>26 APRIL 2016</b>	<b>CLOSE DATE:</b> <b>11 MAY 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176 <sup>th</sup> Maintenance Operations Flight, Joint Base Elmendorf Richardson, AK	<b>GRADE REQUIREMENT:</b> <b>Minimum: E8</b> <span style="float: right;"><b>Maximum: E9</b></span> <i>*Contingent upon availability of controlled grade*</i>		
<b>SELECTING SUPERVISOR:</b> Lt Col Casillo	<b>VACANCY:</b> 888029	<b>PHYSICAL PROFILE:</b> PULHES – 333233	

### AREAS OF CONSIDERATION

- Area 1 On Board AKANG AGR (ANY AFSC)
  - Area 2 Alaska Air National Guard members (ANY AFSC)
- \*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

### MAJOR DUTIES MAY INCLUDE

- Monitor, collect, assemble, and audit data for reports and briefings
- Initiate special studies and investigations, and perform statistical analysis
- Inform managers of significant factors affecting the mission
- Manage and operate maintenance management information systems (MIS)
- Plan, schedule and organize use and maintenance of aircraft, engines, munitions, and associated aerospace ground equipment (AGE)
- Supervise documentation and maintenance of aircraft, engine, munitions, and associated AGE records
- Maintain generation flow plans for units required meeting emergency war order and wartime taskings
- Monitor maintenance scheduling effectiveness. Perform maintenance management functions
- Supervise, direct, and control collection, auditing, evaluation, and analysis of MIS data to include auditing source data for accuracy, timeliness, and compliance with directives
- Supervise analysis of deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Review and approve written reports and special studies for presentation to senior leaders
- Coordinate with appropriate information management/processing centers to ensure automated systems capability and compatibility with customer requirements are met
- Forward requirements and enhancements to higher headquarters for approval
- Plan, organize, direct and controls scheduling of aerospace vehicle maintenance and utilization requirements
- Develop plans and establish production schedules to meet mission requirements. Determine maintenance capabilities to aid in developing operational schedules
- Prepare weekly, monthly, and quarterly utilization schedules for known maintenance and operational mission and training requirements
- Coordinate with base activities to ensure support is available to meet schedules
- Supervise development of generation flow plans for unit emergency war order and wartime taskings within unit Designated Operational Capability (DOC) statement
- Supervise review, evaluation, and filing of documented information for planning and scheduling maintenance actions
- Manage the aircraft configuration, TCTO, special inspection, and time change program and their related automated subsystems
- Manage Maintenance Operations Center (MOC)
- Monitor and coordinate sortie production, maintenance production, and execution of the flying and maintenance schedules
- Maintain visibility of fleet health indicators. Establish priorities for competing, limited maintenance resources, based on daily flying schedule and maintenance priorities
- Ensure aircraft status is properly reported and maintained. Determine long-range fleet health maintenance priorities
- Provide supply liaison and engine management support for flight line and back shop maintenance requirements
- Schedule and monitor workload requirements. Resolve problems and interprets technical publications for inspecting, maintaining, and modifying aircraft and support equipment. Ensure unit meets mobility requirements
- Ensure the appropriate maintenance and operations commanders are advised of maintenance capabilities, limiting production factors, and adherence to maintenance schedules. Report findings to managers with recommendations
- Inform managers of significant factors affecting the mission
- Manage and operate maintenance management information systems (MIS), and performs functional system administrator (FSA) duties
- Collect, monitor, audit, evaluate, and analyze MIS data. Periodically audit source data for accuracy, timeliness, and compliance with directives
- Collect and maintain data for use in analysis reports, studies, and problem identification
- Using statistical techniques, interprets findings from data, identifies trends and significant deviations, and recommends corrective action
- Analyze deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Prepare visual media for analysis studies
- Prepare written reports and special studies; and present recommendations and briefings to senior managers
- Control, manage, and maintain MISs. Perform FSA duties
- Coordinate, effect development, and schedule MIS products, retrievals, and other programs
- Identify problems and recommend and applies corrective actions related to MIS operation and maintenance. Identify and report database problems and issues
- Coordinate with appropriate information management and processing centers to ensure automated systems capability and compatibility with customer requirements are met. Focal point for MIS requirements and enhancements
- Forward requirements/enhancements to higher headquarters for approval
- Manage the Maintenance Training section. Establish and maintain a maintenance training program. Ensure maintenance personnel are qualified for their jobs and that a balance of skills is maintained within the maintenance group
- Perform additional duties as assigned

**\*See page 2 for Initial Eligibility Criteria, Preferred Qualifications & All Required Documents for Considerations\***

## INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – GENERAL – 55 **OR** GENERAL - 44
- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS / 50 LBS
- AFSC not open to non-United States Citizens. AFSC identified is open to United States nationals
- **Completion of Senior Noncommissioned Officer Academy (correspondence or in-resident)**
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependents

## PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, and MOC functions; maintenance concepts, directives, and organizational structure; Air Force supply procedures and resource management
- Knowledge is mandatory of maintenance and operations organization management and procedures applying to aircraft, communications-electronics, or related equipment; applied statistical, analytical data systems design procedures; MIS and desktop computer operation and use; and concepts and application of directives

## INSTRUCTIONS FOR APPLICANTS

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. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>		
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	Applicants who have any Adverse Actions or a UIF, must provide supporting documents with the application. Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). 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 minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-4 are required by the Human Resource Office to determine initial qualifications.** All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111**  
(<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF  
PDF File Name should be: Position Announcement Number, Last name, First name, Grade  
**Example: ANG 16-69 Doe, Jane E1**  
Email Subject should be: Position Announcement Number  
**Example: ANG 16-69**  
Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil) **OR**  
Send through AMRDEC Safe <https://safe.amrdec.army.mil/safe/> sending to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6928 DSN 317-384-4928

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### 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.