



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-78**



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

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| POSITION TITLE: Maintenance Management Analysis Craftsman | AFSC: 2R071 | OPEN DATE: 18 MAY 2016 | CLOSE DATE: 17 JUNE 2016 |
| UNIT OF ACTIVITY/DUTY LOCATION: 176 th Maintenance Operations Flight, Joint Base Elmendorf-Richardson, AK | | GRADE REQUIREMENT: Minimum: E6 Maximum: E7 | |
| SELECTING SUPERVISOR: SMSgt Reid | VACANCY: 888030 | PHYSICAL PROFILE: PULHES -333233 | |

AREAS OF CONSIDERATION

- Area 1** On Board AKANG AGR (**ANY AFSC**)
 - Area 2** Alaska Air National Guard members (**ANY AFSC**)
 - Area 3** Nationwide (Military members eligible for membership in to the AKANG (**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 performs statistical analysis
- Report findings to managers with recommendations
- Inform managers of significant factors affecting the mission
- Manage and operate maintenance management information systems (MIS), and perform 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
- Use statistical techniques, interpret findings from data, identify trends and significant deviations, and recommend 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 presents 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, recommend and apply corrective actions related to MIS operation and maintenance
- Identify and reports 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
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- APTITUDE REQUIREMENT – GENERAL – 55
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 40 lbs
- AFSC not open to non-United States Citizens. AFSC is open to United States nationals
- Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
- Completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of maintenance and operations organization management and procedures applying to aircraft, missiles, communications-electronics, space systems, or related equipment; applied statistical, analytical data systems design procedures; MIS and desktop computer operation and use; and concepts and application of directives
- Supervisory experience. Knowledge/experience of MOC duties and responsibilities, to include aircraft debriefing aircraft/aircrew in GO81 and IMDS. Experience in both GO81 and IMDS. Knowledge/experience of the following airframes: HC130J, HH60G, C17, C130H
- Ability to work night shift as needed

See page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

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| <p>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</p> | <p>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</p> | <p>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</p> |
| <p>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</p> | <p>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</p> | <p>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></p> |
| <p>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></p> | <p>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</p> | <p>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</p> |

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. 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 or WWD Statement (from clinic within 6 months)
5. CURRENT Certificate of Aircrew Qualification (AF8) for each qualification held (If applicable)
6. Cover Letter & Resume
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. 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 16-78 Doe, Jane E1
 Email Subject should be: Position Announcement Number
Example: ANG 16-78
 Email Application Package to AKNG-Apply@mail.mil **OR**
 Send through AMRDEC Safe <https://safe.amrdec.army.mil/safe/> sending to 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.