



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 17-25**

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

|                                                                                                    |                           |                                                                  |                                        |
|----------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------|----------------------------------------|
| <b>POSITION TITLE:</b><br>Maintenance Management Analyst Craftsman                                 | <b>MOS/AFSC:</b><br>2R0XX | <b>OPEN DATE:</b><br>8 November 2016                             | <b>CLOSE DATE:</b><br>23 November 2016 |
| <b>UNIT OF ACTIVITY/DUTY LOCATION:</b><br>168th Maintenance Operations Flight, Eielson AFB, Alaska |                           | <b>GRADE REQUIREMENT:</b><br><b>Minimum: E5      Maximum: E7</b> |                                        |
| <b>SELECTING SUPERVISOR:</b><br>CMSgt Thomas Sawyer                                                | <b>PARA/LINE #</b>        | <b>PHYSICAL PROFILE:</b><br>PULHES – 333333                      |                                        |

**AREAS OF CONSIDERATION**

On-board AK ANG AGR only (On-board AGR only, transfer employment authority) (Any AFSC)

\*\*\* Dual Advertisement with Technician Advertisement F1844903 \*\*\*

**MAJOR DUTIES MAY INCLUDE**

Monitor, collect, assemble, and audit data for reports and briefings. Initiate special studies and investigations, and perform 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. Using statistical techniques, interpret findings from data, identify 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 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 and recommends 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. Perform additional duties as assigned.

**INITIAL ELIGIBILITY CRITERIA**

SECURITY CLEARANCE – Must be able to obtain Secret  
APTITUDE REQUIREMENT - General - 55  
STRENGTH APTITUDE - Demonstrated by weight lift of 40lbs  
If selected for this position, approval of Command Sponsorship through the Exceptional Family Member Program (EFMP)

**PREFERRED QUALIFICATIONS**

Knowledge 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. Experience performing or supervising analysis functions and activities.

## SPECIAL ANNOUNCEMENT CRITERIA

Upon selection additional medical verification will be required prior to start of AGR tour  
Continuation beyond initial 3-years tour may be subject to evaluation based on AGR Sub tour Continuation Board

## 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. 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  
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 [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@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 1-3 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.

1. Signed 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 Scorecard or a signed letter from the Unit Fitness Monitor
4. Cover Letter and Resume (optional)
5. Last 3 Enlisted/Officer Performance Evaluations (as applicable)
6. 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-XX Doe, Jane E1  
Email Subject should be: Position Announcement Number  
Example: ANG 16-XX  
Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

\*\* With prior HRO coordination - Applications will be accepted through AMRDEC \*\*

### QUESTIONS:

To verify receipt of application or have issues, you may call 907-428-6242 DSN 317-384-4242 or 907-428-6451 DSN 317-384-4451

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

**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.