



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 18-11**

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

<b>POSITION TITLE:</b> Maintenance Management Analysis Craftsman	<b>AFSC or MOS</b> 2R051-2R071	<b>OPEN DATE:</b> 30 Nov 2017	<b>CLOSE DATE:</b> 14 Dec 2017
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176th Maintenance Operations Flight, Joint Base Elmendorf-Richardson, Alaska		<b>GRADE REQUIREMENT:</b> <b>Min:</b> E4 <b>Max:</b> E6	
<b>SELECTING SUPERVISOR:</b> MSgt Kyla Root	<b>Position Number</b> 888022	<b>PHYSICAL PROFILE:</b> PULHES – 333233	

**AREAS OF CONSIDERATION**

On-board AK ANG AGR (Must hold advertised AFSC)  
Alaska Air National Guard members (Must hold advertised 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

**INITIAL ELIGIBILITY CRITERIA**

- \*In addition to criteria listed on attached pages\*
- Security Clearance - Must be able to obtain: Secret
  - Aptitude Requirement: 55 General
  - Strength Requirement: Demonstrated ability to lift 40lbs
  - Must be a 5 or 7 level 2R0X1

**PREFERED 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

## SPECIAL ANNOUNCEMENT CRITERIA

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

## 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  
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

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. Items requested in the "PREFERRED QUALIFICATIONS" section above.

### 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 17-XX Doe, Jane E1

Email Subject should be: Position Announcement Number

Example: ANG 17-XX

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

\*\* Applications will not be accepted through AMRDEC\*\*

### QUESTIONS:

To verify receipt of application or have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

**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.

**AFSC 2R071, Craftsman**  
**AFSC 2R051, Journeyman**  
**AFSC 2R031, Apprentice**  
**AFSC 2R011, Helper**

## **MAINTENANCE MANAGEMENT ANALYSIS**

### **(Changed 30 Apr 17)**

**1. Specialty Summary.** Analyze, monitor, collect, assemble, and audit data for reports and briefings. Initiates special studies and investigations, and performs statistical and trend analysis. Reports findings to managers with recommendations. Informs managers of significant factors affecting the mission and unit readiness. Manages and operates maintenance management information systems (MIS), and performs functional system administrator (FSA) duties. Related DoD Occupational Subgroup: 155800.

### **2. Duties and Responsibilities:**

- 2.1. Collects, monitors, audits, evaluates, and analyzes MIS data. Periodically audits source data for accuracy, timeliness, and compliance with directives. Collects and maintains 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. Analyzes deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Prepares visual media for analysis studies. Prepares written reports and special studies; and presents recommendations and briefings to senior managers.
- 2.2. Controls, manages, and maintains MISs. Performs FSA duties. Coordinates, effects development, and schedules MIS products, retrievals, and other programs. Identifies problems and recommends and applies corrective actions related to MIS operation and maintenance. Identifies and reports database problems and issues. Coordinates 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. Forwards requirements/enhancements to higher headquarters for approval

### **3. Specialty Qualifications:**

- 3.1. Knowledge. 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.
- 3.2. Education. For entry into this specialty, computer literacy and completion of high school with courses in algebra, English composition, effective writing, and typing are desirable.
- 3.3. Training. The following training is mandatory for award of the AFSC indicated:
- 3.3.1. 2R031. Completion of a basic maintenance data systems analysis course.
- 3.3.2. 2R071. Completion of an advanced maintenance data systems analysis course.
- 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
- 3.4.1. 2R051. Qualification in and possession of AFSC 2R031. Also, experience in analysis activities.
- 3.4.2. 2R071. Qualification in and possession of AFSC 2R051. Also, experience performing or supervising analysis functions and activities.
- 3.5. Other. The following are mandatory as indicated:
- 3.5.1. See attachment 4 for entry requirements.
- 3.5.1.2. The following is mandatory for retraining candidates within the Air Force Reserve Command:
- 3.5.1.2.1. Grade of E-6 or below with less than 10 years Total Federal Military Service.
- 3.5.2. For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.
- 3.5.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSC 2R031/51/71, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.