



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 19-68b**

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

<b>POSITION TITLE:</b> Airlift-Special Mission Aircraft Maintenance CEM	<b>AFSC or MOS</b> 2A/2W	<b>OPEN DATE:</b> 26 Nov 2018	<b>CLOSE DATE:</b> 17 Jan 2019
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176th Maintenance Squadron, Joint Base Elmendorf-Richardson, Alaska		<b>GRADE REQUIREMENT:</b> <b>Min:</b> E8 (promotable) <b>Max:</b> E9	
<b>SELECTING SUPERVISOR:</b> Lt Col Jennifer Casillo	<b>Position Number</b> 888298	<b>PHYSICAL PROFILE:</b> PULHES – N/A	* Contingent on Controlled Grade Availability

**AREAS OF CONSIDERATION**

On-board AK ANG AGR (Must hold 2AXXX or 2WXXX AFSC)

Alaska Air National Guard members (Must hold 2AXXX or 2WXXX AFSC)

Nationwide military members eligible for membership in the AKANG (Must hold 2AXXX or 2WXXX 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: N/A
- Strength requirement: N/A

**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
  
- 2 References Preferred
- 2 Letters of Recommendation Preferred
- Understand how to gauge, report on, and improve readiness as it applies to Aircraft Maintainers; familiar with DRRS & AFIT
- Can demonstrate sound leadership practices for developing Airmen both technically and professionally
- Demonstrated ability to formally recognize outstanding performers as well as apply appropriate discipline/mentorship when needed
- Ability to create, manage, and balance a budget; familiar with the spend plan process
- Approving and/or certifying authority for the following: DTS, ARROWS, RA Programs (DEAMS/PCOLS/FM Suite)
- Strong familiarization with manning documents (UMD, UMPR) and personnel actions (MCRs, 2096s)
- Strong familiarization with the following: UTCs, OPLANS, DOC Statements
- Proficient in all Microsoft Office applications (Word/Excel/PowerPoint)
- Knowledgeable on Quality Assurance program (Personal Evaluations/Special Inspections/Root Cause Analysis)
- Strong familiarization with the Commanders Inspection Program, to include access and proficiency in MICT and IGEMS
- Familiar with the Aircraft Maintenance Production processes (ETICs, MESL, Priorities, AFI 21-101)

## SPECIAL ANNOUNCEMENT CRITERIA

- Technicians selected for this AGR position are entitled to USERRA. However, because of the Technician position realignment, the position vacated by the Technician may not be available if the Technician exercises USERRA rights.
- 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) (avoid sending SURF/Brief when possible)
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.
  - Resume
  - Cover Letter
  - Last 3 EPR's/OPR's (or equivalent)
  - Letter of Recommendation

### 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) PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 18-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)

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

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

- ARL SAFE <https://safe.arl.army.mil/>

\*\*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 are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you 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.

**CEM code 2A600****AIRCRAFT SYSTEMS****(Established 31 Oct 17)**

**1. Specialty Summary.** Leads and manages aircraft maintenance functions and activities associated with planning, inspecting, repairing, modifying, and maintaining aircraft systems and subsystems to include common Support Equipment (SE). Related DoD Occupational Subgroups: 110200, 119800160100, 160200, 160300, 170000, and 176000.

**2. Duties and Responsibilities.**

2.1. Plans and organizes organizational, intermediate and depot level aircraft maintenance activities. Plans, organizes, and manages maintenance activities for repair of aircraft and associated SE. Responsible for maintenance planning and inspecting. Coordinates with supply, operations, and other support activities to improve procedures and resolve problems.

2.2. Directs aircraft maintenance activities. Evaluates processes used in inspecting, maintaining, and servicing aircraft, components, and SE. Prioritizes maintenance and repair functions. Supervises preparation of maintenance forms for aircraft repair, inspection, and parts replacement. Directs aircraft battle damage repair and crash recovery operations.

2.3. Evaluates maintenance units to determine operational status and to provide assistance in solving maintenance, supply, and personnel problems. Interprets and discusses inspection findings, and recommends action to correct deficiencies.

2.4. Performs aircraft maintenance management functions. Resolves problems and interprets technical publications for inspecting, maintaining, and modifying aircraft and SE. Ensures submission of deficiency reports. Ensures funds and resources are projected to support maintenance effort, and are managed to optimize mission accomplishment. Ensures unit meets mobility requirements.

**3. Specialty Qualifications.**

3.1. Knowledge. Knowledge is mandatory of principles applying to aircraft maintenance, policies and procedures in the Avionics, Accessories, Propulsion, AGE, and Fabrication career fields.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of CEM 2A600, qualification in and possession of AFSC 2A090, 2A690, 2A691, 2A692, or 2A790 is mandatory.

3.5. Other. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301 *Computer Security*.