

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 16-080A	OPENING DATE: 23-Feb-2016	CLOSING DATE: 07-Mar-2016
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: MAINTENANCE MANAGEMENT SUPERINTENDENT, GS-1152-11, D1398000, SMSgt/E8(P) MPCN:0953197

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR: OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	AFSC: 2RXXX	ASVAB: G-55
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LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: Open to Current SMSgt and CMSgt AGR's (if selected will bring their control grade)

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Ability to obtain 2RXXX

NOTE: Open to SMSgts/E8 immediately eligible for promotion to CMSgt/E9.

NOTE: Known promotion potential to CMSgt pending Control Grade availability

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. You must have completed a medical examination in accordance with AFI 48-123 within the 12 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program. HIV must be current within 6 months.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals selected for AGR tours who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a waiver request through the HRO remote to the HRO for Waiver for Exceptional Circumstances prior to the closing date of this announcement. Waivers must justify why request is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. AGRs will not be reassigned during the first 24 months of their initial tour or within the first 24 months of reassignment, except in the event of an approved waiver from the Human Resource Officer prior to announcement closing date.
7. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
8. Individuals selected for Control Grade positions must meet requirement as stated in ANGI 36-101.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:
Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to lead Airmen and to supervise personnel in various pay statuses to include DSG's, Technician's and AGR's.
2. Ability to effectively communicate orally and in writing in a clear and concise manner with commander's and other entities/Groups within the Wing.
3. Knowledge and experience of Depot Scheduling and NGB requirements as they pertain to manning and aircraft fleet time management.
4. Posses the ability to reason in quantitative terms; understands the Unit Manning Document; experience or knowledge of financial resources.

SPECIALIZED EXPERIENCE: Must have experience, education or training in computations of cost data on labor and materials, buying materials or reviewing data with respect to man-hours, machine time, materials consumed, etc. Experience with current automation support programs to input data, provide status of equipment, and monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc. Experience in supervising subordinate personnel, establishing work priorities, overseeing work in progress.

BRIEF JOB DESCRIPTION: This position is located within the 162 Wing flying unit. Its purpose is to supervise and manage logistics staff functions consisting of the Maintenance Operations Center (MOC); Plans, Scheduling and Documentation (PS&D); Engine Management; Maintenance Training; Depot Level Repairables (DLR); Programs and Mobility; and Production Analysis/Data Base Management.

(1) Coordinates and ensures timely development of weekly, monthly, and quarterly maintenance plans, flying schedules, and documentation of historical data. Ensures engine management responsibilities are accomplished in accordance with applicable directives. Ensures the development of all required plans to include, but not limited to, the aircraft parking plan and emergency war order (EWO) contingency; and exercise and emergency action plans; to ensure applicability and consistency and to avoid duplication and confusion. Reviews reports and statistical data from subordinate functions and other sources for the purpose of evaluating overall

maintenance program status or identifying exception, trend, or problems areas. Areas which require further examination are brought to the attention of management.

(2) Supervises and directs utilization of branch personnel. Establishes work priorities; oversees work in progress to ensure compliance with established policies and directives; ensures supply discipline, radio discipline and proper care of assigned equipment and facilities; within area of responsibility. Informs subordinate personnel of policy, practice or procedural changes affecting individual or organization status. Interviews and selects new employees. Develops criteria and evaluates employee performance. Manages the employee recognition program. Participates in the labor relations program, equal opportunity programs, or other human resource management programs. Participates in problem solving and takes action as required.

(3) Reviews and coordinates requests for cannibalization and local manufacture of material. Authorizes utilization of Readiness Spares Kit (RSP) assets. Assists the Programs and Mobility, Depot Level Repairables, and maintenance production functions with the development and submission of budget estimates for the maintenance complex for inclusion into the base financial plan. Ensures maintenance data base support for all maintenance functions.

(4) Interacts with maintenance activities and the training management function to establish a maintenance training program that ensures all personnel are qualified for their jobs, and that a balance of skills is maintained within the maintenance complex.

(5) Allocates, assigns, and replaces vehicles within the maintenance complex according to need. Coordinates with the user and transportation function. Ensures vehicle status changes are posted to 80159000 visual aids and ensures proper allocation and monitoring of AGE within the maintenance complex. (6) Controls the assignment and utilization of nontactical radios for the directorate. Establishes radio nets and call signs in accordance with prescribed directives. Monitors nets to ensure proper radio discipline.

(7) Ensures that MOC coordinates and monitors maintenance requirements with all affected agencies. Ensures that required visual aids are maintained and that aircraft status is verified and reported in accordance with applicable directives.

(8) Performs other duties as assigned.

SELECTING OFFICIAL: Colonel Jeffrey L. Butler, MXG/CC
