



District of Columbia Air National Guard

AGR Announcement

23-121



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION 113WG.DCANG.APPLICATIONS@us.af.mil</p>	<p>OPENING DATE: 23 March 2023</p>	<p>CLOSING DATE: 7 April 2023</p>
<p>Position Location: 113th Maintenance Operation Flight Joint Base Andrews, MD</p>	<p>Position Title: Production Controller (ACFT) Max Grade: MSgt (E7) Min Grade: TSgt (E6) Must be AFSC: 2A772 / 2A374 / 2A373</p> <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p> <p>AREA OF CONSIDERATION: GROUP I Current DCANG AGR member</p>	
<p>INSTRUCTIONS FOR APPLYING: This office will NOT accept mailed applications. You must send applications electronically. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></p> <p style="text-align: center;">AGR REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpdc.ng.mil/Forms/NGB-Forms/ 2.) Copies of last three EPRs / five OPRs. 3.) Resume (<i>any format</i>). 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s). 5.) Record Review /Report of Individual Personnel (RIP) from vMPF (<i>dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager. 6.) Current passing Member Individual Fitness Report from my Fitness https://myfss.us.af.mil/USAFCommunity/s/ 7.) Letter(s) of recommendation (<i>optional</i>). 8.) Flying Evaluation Folder 9.) If missing documents, memo to board president required stating reason why documents are missing. <p><i>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A</i> Email subject will be in the same format.</p>		
<p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.</p>		
<p>Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.</p>		
<p>Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdc.ngb.army.mil/publications.htm</p>		



The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 23-121

Position: Production Controller (ACFT)

Duties and Responsibilities:

Implements preliminary (advance) maintenance plans for assigned weapon systems and schedules immediate maintenance for transient aircraft. Designates, maintains and monitors current maintenance repair priorities of aircraft to ensure actuality and compliance with flying schedules. Authorizes and assigns aircraft maintenance jobs, job control numbers either manually or through a computerized maintenance system, work priorities, and start and completion times for scheduled and unscheduled maintenance of aircraft. Conducts the control and dispatch of shop assignments. Monitors progress of job completion by dispatched personnel. Controls maintenance on assigned aircraft and related support and training equipment. Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements, and incorporates all unscheduled maintenance into a daily plan. Maintains visual aids depicting status of maintenance actions in progress, special list availability and status of aerospace vehicles, aerospace ground equipment (AGE), training equipment, transportation and tow vehicles, munitions loads, arming of guns and munitions, and location of aircraft and dispatched AGE. Maintains a visual schedule of daily flying, noting deviations and cancellations. Coordinates with Materiel Control on mission capable (MICAP) and non-mission capable status (NMCS) of parts, adjustments to in-shop work priorities, and verification of urgency of need designators. Determines the source of supply for cannibalization actions. Coordinates with Quality Assurance on functional check flight (FCF) requirements, Air Operations on flying schedule, other maintenance shops for coordination of repair work and with other functional areas as required. Requests necessary support services such as fire fighting activity standby, fuel and defuel and civil engineer support. Directs physical movement of aircraft and aerospace ground equipment. Controls the maintenance communications and transportation systems to provide for the effective transmission of information and movement of material and maintenance personnel. Develops and maintains current procedural check sheets for use during actions such as mass loads combat turnaround, broken arrow (nuclear emergency), emergency notification, aircraft crash, flightline fire, severe weather warning evacuation. Monitors and revises the sequence of preselected aircraft required for contingency commitments. Makes required inputs to the automated data system and retrieves data and/or computer generated products as required. Conducts training of assigned military personnel. Performs other duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC qualified.

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: A1C Danielle James, danielle.james.2@us.af.mil, 202-685-8813 (DSN 325-8813)

Air AGR NCOIC: MSgt Victoria McNamara, Victoria.Mcnamara@us.af.mil / 202-685-8813 (DSN 325-8813)