



District of Columbia Air National Guard

AGR Announcement

24-105



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION I13WG.DCANG.APPLICATIONS@US.AF.MIL</p>	<p>OPENING DATE: 14 Feb 2024</p>	<p>CLOSING DATE: 15 Mar 2024</p>
<p>Position Location: 113th Maintenance Operations Flight Joint Base Andrews MD</p>	<p>Position Title: Maintenance Management Analyst Max Grade: MSgt (E7) Min Grade: SSgt (E5) AFSC: 2R2X1/2R0X1 Tour: Permanent</p> <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p>	
<p>AREA OF CONSIDERATION: GROUP III</p> <p>All members eligible for entry into the DCANG.</p>		
<p>INSTRUCTIONS FOR APPLYING: This office will NOT accept mailed applications. You must send applications electronically. Failure to submit all required documents as outlined below will result in your application not being considered for employment.</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.ngbpmc.ng.mil/Forms/NGB-Form/ 2.) Copies of last three EPRs 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.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>).. If clearance is expired, you must obtain security memo from the Wing security manager. 6.) Current Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>). 7.) Letter(s) of recommendation (<i>optional</i>) 8.) If missing documents, memo to board president required stating reason why documents are missing <p>*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 Email subject will be in the same format.</p>		
<p>Conditions of Employment: <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>		
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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: 24-105

Position: Maintenance Management Analyst

Position Description:

Retrieve and analyze maintenance data, present results to management. Interprets findings from maintenance data and the use of statistical techniques. Identifies trends and significant deviations from plans, schedules, and workload estimates. Analyzes deficiencies in areas such as material consumption and training, workload, scheduling, management, and maintenance resources use. Analyzes impact on the maintenance mission and the results of corrective actions. Prepares written reports of analyses and studies. Capture specific data monthly for inclusion into the Aircraft Predictive Model (APM) requirement. Designs summary reports to meet recurring management needs. Controls, manages and maintains the Maintenance Information System(s) (MIS). Develops policies and procedures for MIS application within maintenance activities. Oversees the identification and correction of file errors within the database. Controls, develops and coordinates maintenance data systems and requirements. Determines data processing requirements and relates functional aspects to specific hardware and software capabilities. Controls automated management product retrieval and advises maintenance supervision on automated information use. Identifies data system problems, coordinating with data automation monitors, and submits system deficiency reports. Identifies new information requirements, submits information system requirement documents, and coordinates with data system development services for implementing new programs. Manage the Data Integrity Team (DIT) program for the Maintenance Group Commander and provide updates and metrics to maintenance supervision Responsible for building, analyzing, and programing system queries to generate local and command level data reports for consumption and information generation in multiple systems. Senior level requests ranging from senior wing leadership, the NGB, and MAJCOM levels. Conducts Special Studies to assess Health of the Unit Readiness (HUR). Performs in-depth comprehensive analysis of complex and prioritized unit readiness issues. In addition, develops a semi-annual report for presentation to senior leadership. Develops complex problem solutions to address and resolve readiness issues as the Office of Primary Responsibility (OPR), while utilizing specific training and knowledge to develop a comprehensive readiness management plan. Collect specific metrics for inclusion into the 7401 monthly report, while searching for trends and validating accuracy. Analyzes performance data to determine manpower, equipment, and facilities maintenance capabilities. Provides in-depth analysis of maintenance manning and equipment, material and facility limitations to determine the impact each has on unit and mission effectiveness. Isolates trends and determines material and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and programming procedures to ensure optimum use of maintenance resources. Performs other duties as assigned.

Minimum Qualification Requirements:

1. Must have AFSC.

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)

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