



# District of Columbia Air National Guard

## AGR Announcement

### 24-115



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| <p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b><br/> <a href="mailto:113WG.DCANG.APPLICATIONS@US.AF.MIL">113WG.DCANG.APPLICATIONS@US.AF.MIL</a></p>   | <p><b>OPENING DATE:</b><br/>19 April 2024</p>  | <p><b>CLOSING DATE:</b><br/>5 May 2024</p> |
| <p><b>Position Location:</b><br/>113<sup>th</sup> Maintenance Operations Flight<br/>Joint Base Andrews MD</p>   | <p><b>Position Title:</b> Senior Enlisted Leader<br/> <b>Max Grade:</b> CMSgt (E9) *Controlled Grade Available*<br/> <b>Min Grade:</b> SMSgt (E8)<br/> <b>AFSC:</b> 2R291<br/> <b>Tour:</b> Permanent</p> <p><b>Appointment Status</b><br/> <input checked="" type="checkbox"/> <b>Enlisted</b>    <input type="checkbox"/> <b>Officer</b></p> |  |
| <p><b>AREA OF CONSIDERATION: GROUP II</b></p> <p>All current members of the DCANG.</p>  |  |  |
| <p><b>INSTRUCTIONS FOR APPLYING:</b><br/> This office will <b>NOT</b> accept mailed applications. <b>You must send applications electronically.</b> <b>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</b></p> <p style="text-align: center;"><b>AGR REQUIRED DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. <a href="https://www.ngbpmc.ng.mil/Forms/NGB-Form/">https://www.ngbpmc.ng.mil/Forms/NGB-Form/</a></li> <li>2.) Copies of last three EPRs</li> <li>3.) Resume (<i>any format</i>)</li> <li>4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).</li> <li>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.</li> <li>6.) Current Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>).</li> <li>7.) Letter(s) of recommendation (<i>optional</i>)</li> <li>8.) If missing documents, memo to board president required stating reason why documents are missing</li> </ol> <p><b>*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</b><br/> Email subject will be in the same format.</p> |  |  |
| <p><b>Conditions of Employment:</b><br/> <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.<br/> If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.</p>  |  |  |
| <p><b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. <b>Incomplete applications will not be considered.</b> 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><b>Equal Employment Opportunity:</b> 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. <a href="http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpdcc.ngb.army.mil/publications.htm">http://www.ngbpdcc.ngb.army.mil/publications.htm</a></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:** 24-115

**Position:** Senior Enlisted Leader

**Position Description:**

Develops, interprets, and provides program guidance to the Wing regarding maintenance policies, procedures, budget, training criteria, and manpower/personnel. Interprets command aircraft assignment configuration and reporting policy and informs appropriate Wing personnel of requirements and provides sufficient follow-up to ensure compliance. Creates functional checklists, guides, and other evaluation tools for use in determining the proficiency of maintenance operations personnel in accomplishing related maintenance tasks. Develops, recommends, and reviews new or supplemental draft maintenance procedures and instructions applicable to aircraft maintenance missions. Manages the maintenance training program and implements policies to ensure maintenance personnel are properly trained to fulfill mission requirements. Evaluates the overall structure of maintenance organizations, identifying program deficiencies and areas for improvement. Prepares and presents summaries/briefings on maintenance manpower levels and any impact on readiness. Provides recommendations to accommodate shortfalls. Reviews and coordinates maintenance personnel and position change requests. Directs aircraft maintenance analysis activities for the Maintenance Group. Reviews and interprets aircraft maintenance analysis information to implement programs that positively affect the future health of the aircraft fleet. Ensures aircraft status is properly reported per technical guidance. Oversees unit-level management of aircraft Maintenance Information Systems (MIS) to document and track weapon system maintenance. Compares aircraft maintenance analysis information to National Guard and Major Command standards and identifies trends that could adversely impact unit readiness. Reviews and analyzes daily aircraft statistics and assists senior leaders to develop and implement programs to ensure the unit meets mission requirements. Maintains awareness of mission changes that will impact maintenance programs and processes. Represents the Maintenance Operations branch, participating in discussions, meetings, and/or serving on panels or committees concerning maintenance policies and procedures. Establishes, develops, and maintains effective working relationships within the wing, local organizations, other units, NGB and Major Commands. Confirms engine health management duties are performed accurately and data is reported to the Engine Manager for all engines in a timely manner. Ensures unit personnel collect and properly report Aircraft Structural Integrity Program (ASIP) data. Oversees fleet management to provide consistent availability of quality aircraft/systems to meet operational requirements. Meets with unit representatives and coordinating officials to assess the effectiveness of maintenance operations policies and procedures; explain organization policy and procedures and resolve issues. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Clarifies and recommends appropriate actions or interpretations of concerns impacting the Maintenance Group. Hosts Depot and Contract field teams, providing in-briefs on unit-specific maintenance and tool control requirements and coordinates/monitors status of aircraft and progress of repair work. Coordinates with NGB functionals and other units to ensure maintenance assets are properly and effectively utilized. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of policy, investigative, inspection/exercise, strategic planning, and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, training, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and utilizes analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-assessments and presents

detailed and comprehensive reports with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

**Minimum Qualification Requirements:**

1. Secret clearance required.
2. Must hold 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: SrA Danielle James, [danielle.james.2@us.af.mil](mailto:danielle.james.2@us.af.mil), 202-685-8813 (DSN 325-8813)

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