



**DISTRICT OF COLUMBIA ANG  
Maintenance Operations Flight SEL  
MILITARY VACANCY ANNOUNCEMENT**



**POSITION, TITLE, LOCATION**

Traditional Guardsman (Part-time) DSG  
MOF-SEL  
113MXG/MOF  
113th Wing, DC ANG  
Joint Base Andrews, MD 20762

**NUMBER OF POSITIONS:**

1

**OPENING DATE:**

22 March 2024

**CLOSING DATE:**

21 April 2024

**AREA OF CONSIDERATION:** SMSgt through CMSgt who meet qualifications and who are current members of the Air Force, Air Force Reserve, or Air National Guard.

\*\*\*\*\***OPEN TO ALL TOTAL FORCE MEMBERS**\*\*\*\*\*

**DUTIES:**

- 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. 25%
- 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. 25%
- 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



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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. 25%

- 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. 25%

### **QUALIFICATIONS:**

- AFSCs: 2RXXX, 3F2XX, 8UXXX, 2AXXX
- Current passing FIT test (within 12 months)
- Current ASIMS (medical cleared on all)

**EVALUATION PROCESS:** Applicants are required to meet a board. Selectee will be assigned to compatible military position in the 113 WG, primary duty location will be at JB Andrews, MD. SMSgts that **DO NOT** hold a 2R will not be considered. Current CMSgts may be considered with any 2AXXX, 3F2XX, or 8UXXX AFSC.

### **APPLICATION MUST CONTAIN:**

1. Military & Civilian Resume to include contact information.
2. Letters of Recommendation (Optional)
3. VMPF RIP
4. Passing FIT Test (within last 12 months) with fitness history
5. EPRs /EPBs(last 2)

### **Scan and email complete package (ONE PDF FILE) to:**

CMSgt David Gilmer at david.gilmer.1@us.af.mil

You will receive email acknowledgement stating “received”. Next you will wait for an email or call from selecting official, notifying you on the next step.