



# District of Columbia Air National Guard

## AGR Announcement

### 18-390



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b>  <a href="mailto:NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL">NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</a></p>	<p><b>OPENING DATE:</b> 21 Sept 2018</p>	<p><b>CLOSING DATE:</b> 21 Oct 2018</p>
	<p><b>Position Title:</b> Aircraft Maintenance Coordinator  <b>Max Grade:</b> SMSGT (E8)  <b>Min Grade:</b> MSGT (E7)  <b>AFSC:</b> 2A373, 2A374, 2A674, 2A772</p>	
	<p><b>Appointment Status</b>  <input checked="" type="checkbox"/> <b>Enlisted</b>    <input type="checkbox"/> <b>Officer</b></p>	
<p><b>Position Location:</b> 113th Aircraft Maintenance Squadron Joint Base Andrews, MD</p>	<p><b>AREA OF CONSIDERATION:</b> <b>GROUP III</b>  <b>All individuals eligible for entry into the DCANG</b></p>	

**INSTRUCTION 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.**

**AGR REQUIRED DOCUMENTS:**

- 1.) NGB 34-1 (*dated Nov 2013*) Application for AGR Position with original signature.
- 2.) Copies of the last five OPRs (*Officers only*).
- 3.) Resume (*any format*).
- 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).
- 5.) Individual Personnel (RIP) from vMPF only (*must be dated within 60 days*).
- 6.) Current Fitness Test from AFFMS (*Per AFI 36-2905 – current within 12 months*).
- 7.) Security Clearance verification memorandum (*Do not submit a JPAS print out*).
- 8.) Letter(s) of recommendation (*optional*).

**\*All documents must be consolidated into a single pdf. File. DO NOT put in PDF Portfolio format. Send applications in the following format: MVA number, Rank, last name, First name, Middle Initial.**

**\*Any documents with SSN must have the SSN redacted (Blacked-out).**

**\*The NGB 34-1 may be found using the following url: [http://www.ngbpcdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpcdc.ngb.army.mil/forms/ngbf34_1.htm)**

**Conditions of Employment:**

**National Guard Membership:** Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.

**Electronic Funds Transfer:** 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.

**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. It may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.

**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, in accordance with NGB Regulation 690-600 and ANGR 40-1614.



# 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.

<b>Announcement Number:</b> 18-390
<b>Position:</b> Aircraft Maintenance Coordinator
<b>Brief Description of Duties:</b> Plans and organizes fighter/RPA aircraft maintenance activities. Plans, organizes, and manages maintenance activities for repair of aircraft and associated SE. Responsible for maintenance planning and inspecting. Coordinates with supply, operations, and other support activities to improve procedures and resolve problems. Directs fighter/RPA aircraft maintenance activities. Evaluates and directs processes used in inspecting, maintaining, and servicing aircraft, components, and SE. Prioritizes maintenance and repair functions. Supervises preparation of maintenance forms for aircraft repair, inspection, and parts replacement. Directs aircraft battle damage repair and crash recovery operations. Inspects and evaluates aircraft maintenance activities. Inspects maintenance performed on fighter/RPA aircraft, systems, and components. Evaluates maintenance units to determine operational status and to provide assistance in solving maintenance, supply, and personnel problems. Interprets and discusses inspection findings, and recommends action to correct deficiencies. Performs aircraft maintenance management functions. Resolves problems and interprets technical publications for inspecting, maintaining, and modifying aircraft and SE. Ensures submission of deficiency reports. Ensures funds and resources are projected to support maintenance effort, and are managed to optimize mission accomplishment. Ensures unit meets mobility requirements. Services aircraft. Performs end-of-runway, ground handling post flight, preflight, thru-flight, special inspections and phase inspections. Performs sortie generation operations and hot pit refuels. Advises on problems maintaining, servicing, and inspecting aircraft and related aerospace equipment. Uses conventional or automated technical data to diagnose and solve maintenance problems on aircraft systems. Interprets and advises on maintenance procedures and policies to repair aircraft and related equipment. Troubleshoots and maintains aircraft engines, hydraulic, and other related systems, structures, components, and related equipment. Removes and installs aircraft and engine components. Conducts functional tests of repaired engines, components, and systems. Adjusts, aligns, and rigs aircraft systems. Supervises and performs aircraft jacking, lifting, and towing operations. Inspects aircraft structures, engines, systems, components, and related systems. Supervises and performs aircraft, engine and component inspections. Interprets inspection findings and determines adequacy of corrective actions. Inspects and checks components for clearances, tolerances, proper installation, and operation. Inspects and operates powered and non-powered aerospace ground equipment. Inspects and identifies aircraft corrosion for prevention and repair. Reviews maintenance forms, aircraft records, automated maintenance data systems, and historical reports to ensure complete documentation. Inventories and maintains aircraft equipment. Performs flight chief, production superintendent, expeditor, crew chief, repair and reclamation, and maintenance support functions. Coordinates maintenance plans and schedules to meet operational commitments. Supervises and assists in launching and recovering aircraft. Reviews maintenance data collection summaries to determine trends and production effectiveness. Performs staff and supervisory management functions. Performs other duties as assigned.
<b>Qualifications:</b> <ol style="list-style-type: none"><li>1. Must be able to retain a SECRET security clearance.</li><li>2. Must Be AFSC Qualified. AFSC: 2A373, 2A374, 2A674, 2A772</li></ol>
<b>Eligibility Requirements:</b> <ol style="list-style-type: none"><li>1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.</li><li>2. Prior to entry into the AGR Program, member must be medically cleared by the 113th MDG.</li><li>3. Must meet all eligibility requirements in accordance with ANGI 36-101.</li></ol>
<b>AGR Employment Points of Contact:</b> HR Specialist: SSgt Shailah Florvil, <a href="mailto:shailah.florvil.mil@mail.mil">shailah.florvil.mil@mail.mil</a> /202-685-8813 (DSN 325-8813) AGR Manager: SMSgt Adrienne Wilson, <a href="mailto:adrienne.l.wilson.mil@mail.mil">adrienne.l.wilson.mil@mail.mil</a> /202-685-9924 (DSN 325-9925)