



District of Columbia Air National Guard

AGR Announcement

20-320



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| <p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p> | <p>OPENING DATE: 12 December 2019</p> | <p>CLOSING DATE: 12 January 2020</p> |
| <p>Position Location: 113th Maintenance Operations Flight Joint Base Andrews, MD</p> | <p>Position Title: Management Analyst Max Grade: MSgt (E7) Min Grade: SSgt (E5) Must be AFSC: 2R051, 2R071</p> <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p> | |
| <p>INSTRUCTIONS FOR APPLYING:</p> | | |
| <p>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.ngbpdc.ngb.army.mil/ngbforms/ 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.) 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 Passing 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>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.

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| Announcement Number: 20-320 |
| Position: Management Analyst |
| Brief Description of Duties: Develops factors to measure and predict capabilities of maintenance manpower, equipment, and facilities. Controls, develops, and coordinates maintenance data systems and requirements. Analyzes maintenance data and presents 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. Briefs senior managers. Designs summary reports to meet recurring management needs. Controls and maintains MIS. Develops policies and procedures for MIS application within maintenance activities. Oversees the identification and correction of file errors within the database. Develops factors to measure and predict maintenance manpower, equipment, and facilities capabilities. Analyzes performance data to determine manpower, equipment, and facilities maintenance capabilities. Analyzes performance data to determine manpower, equipment, and facilities maintenance capabilities. Evaluates maintenance manning and equipment, materiel and facility limitations to determine the impact each has on unit and mission effectiveness. Isolates trends and determines materiel and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and programming. Performs other duties as required. |
| Qualifications: <ol style="list-style-type: none">1. Must be able to retain a SECRET security clearance.2. Must Be AFSC Qualified. AFSC: 2R051, 2R071 |
| Eligibility Requirements: <ol style="list-style-type: none">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: SSgt Shailah Florvil, Shailah.Florvil.mil@mail.mil /202-685-8813 (DSN 325-8813) AGR Manager: CMSgt Adrienne Wilson, Adrienne.L.Wilson.mil@mail.mil /202-685-9925 (DSN 325-9925) |