



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 20-060-ANG

POSITION INFORMATION

Position: Aircraft Electro/Environmental Supervisor **Grade:** MSgt/E-7

Location: 141ST MXS Fairchild AFB, WA 99011 **AFSC:** 2A676

Opening Date: 5 February 2020 **Closing Date:** 19 February 2020

WHO CAN APPLY

ONLY current members of the 141 Maintenance Group

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement, (unless otherwise noted), to be considered:

- Applicant must possess, at minimum, 2A6X6 AFSC, or the ability to obtain AFSC within one year (*Must meet entry level requirements for 2A6X6, ex. ASVAB min: M-41 and E- 61)
- Applicant must be the grade of E-7/MSgt or a promotable E-6/TSgt. E-6/TSgts must meet all requirements to be promoted to E-7/MSgt
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

The Aircraft Electro/Environmental Shop Supervisor plans and schedules specific work assignments on a daily basis in order to accomplish the required work operations of subordinate aircraft electricians. Ensures personnel are appropriately trained in the Electro-Environmental section in order to perform all manner of duties required, and identifies potential personnel/training shortfalls. Reviews maintenance data collection programs and aircraft forms to ensure accuracy, routinely inspects aircraft maintenance performed to ensure proper task completion. Arranges for adequate personnel, materials and equipment to accomplish work, explains prescribed methods and procedures and provides assistance on problems. Suggests ways or methods to improve operations and/or reduce costs. Recommends individuals to fill vacancies or for promotion and reassignment, performs the establishment of performance standards, performance appraisals, personnel feedbacks and EPR's. Counsels employees on disciplinary issues and recommends/carries out disciplinary actions with approval of supervisor. Attempts to resolve informal



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complaints and grievances for military as well as civilian personnel, referring unresolved or more serious issues to his/her supervisor. Ensures that all technical, safety and housekeeping programs and regulations are followed at all times. Conducts on-the-job training and recommends employees for formal training programs. Approves and schedules leave for subordinate personnel. Ensures the highest degree of personal and shop personnel readiness for daily taskings, deployments, TDY's unit exercises, various inspections and state directed domestic operations to ensure mission success.

Must demonstrate, inspire and develop in others an internalized understanding and commitment to the Air Force Core Values, and clearly meet and strive to exceed the standards levied upon all enlisted Airman and NCO's. Attain and maintain required physical conditioning, at a minimum meeting Air Force fitness standards, setting a positive example for subordinates. Must attend all Regularly Scheduled Drills (RSD) and periods of Annual Training as required. Performs staff and supervisory management functions commensurate to military grade, and ensures shop personnel perform in a manner commensurate to their civilian/military grade. May be required to perform additional duties such as firefighting, aircraft fire/crash/rescue duty, security guard, snow removal, heavy equipment operator, maintenance of equipment and facilities, or serve as a member of a team to cope with natural disasters or civil emergencies.

ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized. When possible providing example(s) as part of the response to elements is most effective.

- **Plan and control work assignments to subordinates as required**
- **Ability to lead or oversee the work of assigned aircraft mechanics performing Electro/Environmental system maintenance activities**
- **Knowledge and skill in use of precision test equipment, technical data, schematics, wiring diagrams, mathematical formulas, common hand tools, jigs, templates, and various gauges**
- **Ability to coordinate, schedule and work within a Classic Associated construct with Active Duty personnel in support of fleet health and mission requirements**
- **Ability to conduct on-the-job training with all assigned personnel thus ensuring compliance with standards, procedures, publications, and safety regulations**
- **Ability to be effective in written and verbal communication at various levels within an organization**



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APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*, version dated 20131111
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.
- 5) Point Credit Summary (PCARS) from the vMPF under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)

Submission of application:

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL

****All application documents must be consolidated into a single .pdf file if at all possible.***

****When emailing applications, please put the announcement number and last name in the subject line. Also, name your .pdf file with the announcement number and last name. (Ex. 18-015-ANG Moore)***

****If you do not receive an email "confirmation of receipt" within 4 duty days of emailing your application, please contact SMSgt Lorie Moore at 253-512-8347 or DSN 323-8347***

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- New AGR's will be placed on a 2-3 year probationary tour. Continuation orders will be issued through a tour renewal request or an AGR Continuation Board as applicable.
- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not



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automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.

- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact for general AGR announcements:
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347