



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 20-072-ANG

POSITION INFORMATION

Position: Aircraft Maintenance Coordinator **Grade:** E-8
Location: 141 ARW, MXS
Fairchild AFB, WA 99011 **AFSC:** 2A691
Opening Date: 8 February 2020 **Closing Date:** 25 February 2020

WHO CAN APPLY

Only current members of the 141st 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, 2A690, 2A590, or 2A691 AFSC
- Applicant must be the grade of E-8
- 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

This position is located within an Air National Guard flying unit, Maintenance Squadron. Its purpose is to serve as the Aircraft Maintenance Coordinator, with responsibility for the overall maintenance effort on the flightline to include work operations performed by two or more distinct organizational units and controlled by a number of separate supervisors. The position does not have supervisory duties or responsibilities.

1. Responsible for the total squadron maintenance program, manages the overall direction of the maintenance effort, and enforces safe maintenance practices. In addition, responsible for identifying, assembling, and managing critical equipment items. Priority is placed on aircraft supporting operational requirements, scheduled and unscheduled aircraft maintenance, and aircraft used for maintenance and/or operations training. The focus is on aircraft generation in order to meet mission requirements. Incumbent has maintenance authority on airworthiness of aircraft based on knowledge of aircraft systems and safety of flight concerns. Ensures that a pilot pickup is accomplished for critical parts in order to expedite repairs of Not-Mission-Capable aircraft that receive the highest priority and depends on the critical need for the aircraft and its return to service. May verify Mission Capable (MICAP) requisitions.
2. Participates in establishing the monthly and weekly maintenance plans. Attends the daily maintenance planning meetings for the purpose of incorporating unscheduled maintenance into the weekly and daily maintenance plans. Evaluates workload requirements and makes changes to aircraft utilization schedules



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as required. Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements.

3. Controls and coordinates maintenance activity on the flightline. Monitors aircraft maintenance in progress and evaluates estimated completion time against scheduling and planning requirements. Anticipates problems and directs changes of flightline activities in order to meet mission schedules.

4. May be required to coordinate with supervisors to select workers and assign tasks to be performed. When necessary, initiates action to resolve personnel shortages and coordinates requirements with the Maintenance Operations Center (MOC). Reviews work in progress or upon completion for compliance with policies and procedures. Ensures utilization of proper tools and equipment and adherence to technical data in performance of maintenance. Determines methods necessary to meet mission requirements including authorizing and directing cannibalization on assigned aircraft.

Cannibalization actions will be coordinated with the MOC and Supply. Ensures aircraft status is accurately reported in accordance with Air Force instructions, reports, and applicable supplements. Works closely with the expediter and MOC to ensure that actual aircraft status matches the aircraft status reported in the automated reporting system.

5. Understands, executes, and coordinates specific disaster control duties including the provisions contained Air Force instructions, with regard to movement of aircraft, support equipment, and evacuation of flightline personnel. Decisions will be made based on safeguarding personnel first, followed by protecting aircraft, equipment, and other resources. Maintains a current on-base disaster map with cordon overlay and appropriate checklists for use during disasters or exercises.

Performs other duties as assigned.

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.

- Knowledge of the maintenance, modification, and repair of various types of complex aviation components and equipment on a combat or strategic fixed wing aircraft.
- Knowledge of the activity, staff, support operations, manpower, equipment, supplies, and materials, etc., to develop short- and long-range plans and schedules of maintenance workloads.
- Extensive knowledge, understanding, and use of aircraft equipment and components terminology, data, and standards, and how to relate them to needs of missions.
- Knowledge and experience to observe and analyze production operations to determine if schedules are being followed, improved, and to determine the causes of production delays.
- Knowledge of quality assurance sufficient to comply with Air Force directives and guidelines.
- Knowledge of Emergency War Order (EWO) and contingency plans to successfully accomplish aircraft generation.
- Must possess an understanding of the pertinent directives to the function and established priorities based on scheduled inspections, equipment outages, mission requirements, and training schedules.

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



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- 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 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 at Unit: CMSgt Kjell P. Anderson, 509-247-7215



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- Point of Contact for general AGR announcements:
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347