



Washington Air National Guard

Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 24-047-ANG

POSITION INFORMATION

Position: Aerospace Ground Equipment Flt Chief **Grade:** E-7/MSgt
Location: 141 MXS
Fairchild AFB, WA **AFSC:** 2A672
Opening Date: 12 July 2024 **Closing Date:** 29 July 2024

WHO CAN APPLY

All 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 a 2AXXX, 2RXXX or 2WXXX AFSC.
- Applicant must be in the grade of E-7/MSgt.
- Applicant must meet ANG fitness standards IAW DAFMAN 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*).
- Applicant must possess or be able to obtain a **SECRET** security clearance.

SUMMARY OF DUTIES

Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.

Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units.

Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates

proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.

Performs the nonsupervisory work of the function as needed.

Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire-fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.

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.

- Ability to plan and manage daily work requirements including flexible and variable work schedules, deadlines, production, and inspection priorities based on aircraft maintenance status, mission constraints, and other demand needs.
- Ability to determine long range and supervisory training needs for all levels of subordinates developing resource options, justifications and methods to accomplish training.
- Ability to develop and implement new processes to increase efficiencies within the organization
- Experience on facilitating or overseeing meetings to schedule work to be accomplished by personnel of varied specialties; supporting teamwork, accomplishing tasks and achieving goals.
- Ability to be effective in written and verbal communication at various levels within an organization.

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*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 from MyFITNESS (*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: WAANGHQ.AGR.JOBS@us.af.mil or through DoD Safe

****All application documents must be consolidated into a single .pdf file if at all possible or use PDF Portfolio format.***

****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. 23-015-ANG Moore)***

****If you do not receive an email "confirmation of receipt" within 5 duty days of emailing your application, please contact SMSgt April Melton at 253-512-8347***

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 3-4 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 Sky Schultz, 509-247-7292, sky.schultz.1@us.af.mil
Point of Contact for general AGR announcements: SMSgt April Melton, AGR Manager for Air (253) 512-8347, april.melton@us.af.mil