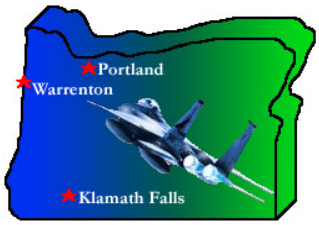
# Oregon Air National Guard




**OREGON MILITARY DEPARTMENT**
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. BOX 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
JFHQORAC.AGR.OMB@ANG.AF.MIL

## *NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT*

| *ANNOUNCEMENT NUMBER:* AF14-503 | *OPEN DATE:* 7 Oct 2013 | *CLOSING DATE:* 6 Nov 2013 |
|---|---|---|

*UNIT/LOCATION:*

**173D MAINTENANCE OPERATIONS FLIGHT**
**173D FW, KLAMATH FALLS, OREGON**

*POSITION:*

**MAINTENANCE PLANS AND SCHEDULING**
(Production Controller – Aircraft Maintenance Scheduler)
(Vacancy and grade contingent on resource availability)

*PD #: D07520*

*MAX MILITARY RANK AT TIME OF HIRE:* **MSGT / E-7**

*GRADE/SERIES:*
*GS-1152-09*

UMD Position #:
0954081

***NOTES:***
*- PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS*
*- PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE*
*- Projected start date: TBD*

*AFSC / MINIMUM ASVAB SCORE REQUIRED:* **2R0x1** / General = 55

**(APPLICANTS WITHOUT 2AXXX, 2RXXX, OR 2WXXX AFSC MUST BE ELIGIBLE TO CROSS-TRAIN)**

*For additional information about ASVAB scores,*
*reference the "Additional Information" section in this announcement.*

**WHO MAY APPLY FOR THIS POSITION:**
THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

**AREA OF CONSIDERATION:**
FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD
SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD
THIRD AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

**FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:**
SHOP/SECTION POC: SMSGT ROXANNE WILSON, 541-885-6428, DSN-830-6428
UNIT HR LIAISON: MSGT MEGHAN MCMACKIN 541-885-6580, DSN- 830-6580

## DESCRIPTION OF DUTIES

This position is located in the 173d Maintenance Operations Flight, Plans and Programs section. This position is located in the Plans, Scheduling, Documentation/Engine Management Section of the Maintenance Control Branch. The purpose of this position is to perform preliminary (advance) planning and long term scheduling for the utilization and maintenance of all assigned aerospace vehicles, propulsion units and associated equipment to include related support training equipment, and to perform duties related to the documentation function.

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- Coordinates and develops operational and maintenance requirements for all assigned aerospace vehicles and related support and training equipment into long range, quarterly, monthly, and weekly plans to produce a schedule which makes efficient use of resources. Ensures that the Maintenance Control Supervisor and the Chief of Maintenance are advised of maintenance capability problem areas and adherence to schedules.

- Schedules aerospace vehicles and related equipment through all phases of maintenance, in coordination with Job Control assigns work priorities to all scheduled maintenance to assure a balanced workload for all maintenance sections. Coordinates with upper level management and other functional areas on master parking plan, bulk munitions requirements, supply support, food service support, security, motor vehicle maintenance, petroleum oil and lubricant requirements, fire department service and civil engineering functions. Compiles and publishes required maintenance plans in a timely manner to project aircraft, equipment and personnel utilization.

- Schedules and conducts daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements into the weekly to daily Maintenance Plans and workload requirement. Reviews specialist dispatch and in-shop production workload to ascertain production delay, recommends corrective actions and makes necessary adjustments in production schedules. Processes requests for and manages local manufactured items to insure that unauthorized work is not scheduled. Coordinates with Quality Assurance in scheduling activity, technical inspections and publication changes. Coordinates with Training Management to minimize impact of training schedule on maintenance production. Conducts and manages aircrew debriefing in accordance with pertinent ANG directives. Initiates and maintains maintenance operating instructions establishing procedures for the assignment and application of job control number.

- Preplans requirements to support operational launch schedules, emergency war orders and contingency plans. Designates and schedules aerospace vehicles for maintenance training purposes. Plans and schedules time compliance technical order accomplishment. Schedules and insures that life support and critical items are replaced in accordance with the time change program. Performs the aerospace vehicle distribution function in accordance with directives. Analyzes maintenance capabilities in conjunction with Production Analysis. Coordinates and maintains input schedules to prime depots for accomplishment of depot level maintenance such as TCTO modifications and Programmed Depot Maintenance. Computes and evaluates scheduling effectiveness in order to improve management efficiency and decrease deviations. Reviews and verifies the accuracy and validity of aerospace vehicle weapons documents. Establishes procedures for the identification of repeat, recurring and cannot duplicate type discrepancies which impair mission performance or affect safety of flight, and for review of corrective action adequacy.

- Represents the Chief of Maintenance in coordinating actions such as aircraft and equipment utilization, sortie rates, flying hours and simulator utilization with the Air Commander, Operations and other members of the flight scheduling committee.

- Develops inspection work package for aircraft; schedules and conducts the pre-inspection meeting for scheduled inspections such as periodic, isochronal and phase. In coordination with maintenance supervisors, develops work packages for major, intermediate level maintenance such as battle crash damage.

- Performs the following documentation functions: review filling, maintenance and disposition of historical documents for assigned equipment. Manages documents for TCTO reports, time change forecast, mechanized reports, master ID number files and flight status register. Submits request for parts or kits for TCTO and time change items to the maintenance supply liaison for processing to Base Supply.

- Makes required inputs to the automated data system and retrieves data and/or computer generated products as required.

- Conducts training of assigned technician and military personnel.

- Performs other duties as assigned.

## ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR

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program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

## ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

## APPLICATION INSTRUCTIONS

***APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.***
**** * * * * * * * * * * * * INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED * * * * * * * * * * * * ****
***WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS***

### *Current AGR members and those who wish to become an AGR must submit the following:*

- ❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated November 2010**. Announcement number and position title must be annotated on the form. Download the current form version from; http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
- ❑ Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. *Documents must show your ASVAB scores.*
- ❑ Copy of current passing physical fitness assessment. (from AF Portal)

***ORANG - Air Technicians interested in converting to AGR status:***

- ❑ Selection for the advertised position does not constitute acceptance into the AGR program.
- ❑ Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section.
- ❑ The AGR Manager will evaluate the request against The Adjutant Generals state policy (CPM 131) to ensure compliance.
- ❑ The Adjutant General is the final approving authority.

### *Current Technicians who wish to remain in Technician status must submit the following:*

- ❑ Optional Form 612, Application for Federal Employment
- ❑ Or a Standard Form 171/172
- ❑ And a Copy of current passing physical fitness assessment
- ❑ And detailed Resume
- ❑ And a list of references

## TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

**General Experience** – **Your resume or OF 612 must describe your experience which directly relates to the position being advertised and must be substantiated with your months of experience under your job history.**

**Specialized Experience for Technicians** – Within your resume and/or OF612 please identify how you have gained specialized experience for this position. Applicants applying at the **GS-09** level must have **36 months** experience in positions which demonstrate the required Specialized Experience.

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## *READ THIS SECTION COMPLETELY!!*

### *IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION*

- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- Include the announcement number and position title on your application.
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application not being processed.
- **E-Mail is the preferred method of application receipt.**
- **Limit file size to less than 3MB (1MB or less is ideal)**
- You may paper clip your application. **Do not** staple, bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

*E-MAIL APPLICATIONS TO:* jfhqorac.agr.omb@ang.af.mil (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line. (example: AF13-5xx – Doe)**

Applications can also be mailed to:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
Salem, Oregon 97309-5047

**All applications (E-Mail or US Mail) must be received or post marked by the announcement closing date.**

*THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER*
*SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS*

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