

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

<b>Announcement Number:</b>	MVA AF 24-08
<b>Position Title:</b>	Supervisory Production Controller (Aircraft)
<b>Date of Announcement:</b>	22 February 2024
<b>Closing Date:</b>	22 March 2024
<b>Duty Location &amp; Unit:</b>	158 <sup>th</sup> Maintenance Operations Flight, Vermont Air National Guard, South Burlington, VT 05403
<b>Rank, Grade, AFSC:</b>	CMSgt/E9; 2R200
<b>Period of Tour:</b>	<b>Initial Tour 3 years</b>
<b>Selecting Official:</b>	Lt Col Adam Nichols; 802-660-5260; <a href="mailto:adam.nichols@us.af.mil">adam.nichols@us.af.mil</a>
<b>Human Resources Office Point of Contact and Address:</b>	Ms. Louise Acker; <a href="mailto:louise.s.acker.civ@army.mil">louise.s.acker.civ@army.mil</a> ; SMSgt Sara Lemay; <a href="mailto:sara.j.lemay.mil@army.mil">sara.j.lemay.mil@army.mil</a> 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	On Board Non-Fenced Permanent AGR's within the Vermont Air National Guard Only. <b>This is Also Being Advertised as a Technician Announcement VT-12293559-AF-24-07</b>
<b>PCS Authorized:</b>	YES

### Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- 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 designated representative.
- Applicant must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program.

### Other Pertinent Data:

- Applicants will be assigned to the following UMD position number 131361, Rank/Military Grade: CMSgt/E9; AFSC 2R200.
- Applicants must currently be the ranks of SMSgt/E8 or CMSgt/E9 to be eligible to apply.
- Any AFSC is eligible to apply.
- If applicant does not currently possess the 2R200 AFSC they will be required to attain the 2R200 AFSC within 12 months of appointment. The following statement will be included in the remarks section of the AF Form 2096 *Classification/On-The-Job Training Action*: —"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 or an approved waiver must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.
- Minimum profile of P3, U3, L3, H2, E3 and S3 is required and must be eligible for worldwide duty IAW AFI 36-101.
- A minimum aptitude score of 55 in GEN is mandatory and be able to lift 50lbs.

- **Please refer to current AFECD** for any other qualifications, duties and responsibilities.
- **\*\*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.**
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

#### **Duties and Responsibilities:**

- This position is located at the 158th Maintenance Operations Flight, Vermont Air National Guard and serves as a consultant to the Maintenance Group Commander / Director of Maintenance.
- Develops, interprets, and provides program guidance to the Wing regarding maintenance policies, procedures, budget, training criteria, and manpower/personnel. Interprets command aircraft assignment configuration and reporting policy and informs appropriate Wing personnel of requirements and provides sufficient follow-up to ensure compliance. Creates functional checklists, guides, and other evaluation tools for use in determining the proficiency of maintenance operations personnel in accomplishing related maintenance tasks. Develops, recommends, and reviews new or supplemental draft maintenance procedures and instructions applicable to aircraft maintenance missions. Manages the maintenance training program and implements policies to ensure maintenance personnel are properly trained to fulfill mission requirements. Evaluates the overall structure of maintenance organizations, identifying program deficiencies and areas for improvement. Prepares and presents summaries/briefings on maintenance manpower levels and any impact on readiness. Provides recommendations to accommodate shortfalls. Reviews and coordinates maintenance personnel and position change requests. 25%
  - a. Provides oversight to the budget process, including planning, programming, budgeting, allocation, and funds execution. Develops recommendations for budgetary actions for specific functions while also evaluating trends and operating costs used to project future commitments and obligations. Prepares and justifies unfunded and un-programmed requirements through the Maintenance Group Commander, and serves as the Billing Official for obligations and expenditures against the Flying and Non-flying funds account to ensure appropriate charges do not exceed the annual allocation from NGB. Oversees Wing Refueling Document Control Officer (WRDCO) program work with NGB/A4 staff on all issues concerning flying hour funding. Implements and maintains an effective system of financial management controls for the Maintenance Group. Ensures accurate accountability for federal funds and provides full disclosure of financial actions in compliance with statutory requirements, regulations, directives, and procedures, national and local policies.
  - b. Leads aircraft maintenance support for operational, exercise, or contingency operations. Interprets operational, exercise, and contingency requirements and implements actions to assist Wing execution. Reviews assigned plans to extract command taskings and assess maintenance capability in assigned areas to support plans. Conducts final review of Unit Type Code (UTC) tasking updates prior to formal submission. Validates work products related to deployment/redeployment processes to ensure a smooth and orderly flow of deployment personnel. May be required to manage and operate the Unit Deployment Control Center (UDCC) during exercise or contingencies. Validates analytical products related to the combat capability of unit through intensive evaluation and tracking of training, equipment status, and manpower and ensures personnel and equipment readiness. Provides oversight of the Maintenance Group status of Defense Readiness Reporting System (DRRS) and AEF Reporting Tool (ART) reporting requirements. Assist MAJCOM FAMS to validate analysis to determine the wartime readiness of their functional area.
  - c. Evaluates leads and controls the Group and subordinate unit training program to ensure combat readiness for unit members and tracks progress via automated training records system and other tools. Coordinates actions with UTMs, supervisors, and higher headquarters training functions at the Wing, NAF, and MAJCOM level, as appropriate. Advises the Group Commander on the execution of unit training and advises UTMs, supervisors or managers within units when actions may affect productivity or mission. Oversees Education, Training and Distance Learning Programs. Researches, interprets, analyzes, and applies DoD, AF, and NGB policies, instructions and guidance by establishing and implementing training plans, policies and procedures. Advises Group staff and training activities with developing training programs, and recommends cost-effective methods to meet qualification and skill level upgrade requirements. Assists Maintenance commanders in determining ancillary training requirements and recommends priorities in accordance with USAF, ANG, and MAJCOM directives.
- Directs aircraft maintenance analysis activities for the Maintenance Group. Reviews and interprets aircraft maintenance analysis information to implement programs that positively affect the future health of the aircraft fleet. Ensures aircraft status is properly reported per technical guidance. Oversees unit-level management of aircraft Maintenance Information Systems (MIS) to document and track weapon system maintenance. Compares aircraft maintenance analysis information to National Guard and Major Command standards and identifies trends that could adversely impact unit

readiness. Reviews and analyzes daily aircraft statistics and assists senior leaders to develop and implement programs to ensure the unit meets mission requirements. Maintains awareness of mission changes that will impact maintenance programs and processes. 25%

- Represents the Maintenance Operations branch, participating in discussions, meetings, and/or serving on panels or committees concerning maintenance policies and procedures. Establishes, develops, and maintains effective working relationships within the wing, local organizations, other units, NGB and Major Commands. Confirms engine health management duties are performed accurately and data is reported to the Engine Manager for all engines in a timely manner. Ensures unit personnel collect and properly report Aircraft Structural Integrity Program (ASIP) data. Oversees fleet management to provide consistent availability of quality aircraft/systems to meet operational requirements. Meets with unit representatives and coordinating officials to assess the effectiveness of maintenance operations policies and procedures; explain organization policy and procedures, and resolve issues. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Clarifies and recommends appropriate actions or interpretations of concerns impacting the Maintenance Group. Hosts Depot and Contract field teams, providing in-briefs on unit-specific maintenance and tool control requirements and coordinates/monitors status of aircraft and progress of repair work. Coordinates with NGB functionals and other units to ensure maintenance assets are properly and effectively utilized. 25%
- Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of policy, investigative, inspection/exercise, strategic planning, and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, training and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and utilizes analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-assessments and presents detailed and comprehensive reports with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. 25%

- **PERFORMS OTHER DUTIES AS ASSIGNED.**

### **Instructions for Applying:**

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - [Air AGR Manager Home Page link \(Home Page\)](#).

- Applications without all required supporting documents as stated on the checklist will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil)**

**Submit Applications (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil) or [louise.s.acker.civ@army.mil](mailto:louise.s.acker.civ@army.mil)**

**Equal Employment Opportunity:** The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the "Human Goals" of the Department of Defense.

## TITLE 32 AGR APPLICATION CHECKLIST

**\*\*\*INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED  
AND WILL BE RETURNED WITHOUT ACTION\*\***

NAME (last, first): \_\_\_\_\_ Rank: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH  
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS (1,2,3,4,5,7 are required; 6 is not): (Initial each line) (Redact all SSN)

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. \_\_\_\_\_ Personal Resume
3. \_\_\_\_\_ Fitness Tracker Report w/ a passing score in a current status from myFSS
4. \_\_\_\_\_ Record Review/Update (vMPF)
5. \_\_\_\_\_ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print) (ensure report states accrued through R&R date on last page of point summary, otherwise application will not be accepted)
6. \_\_\_\_\_ Letter of Recommendation(s) (If Applicable) (Not required)
7. \_\_\_\_\_ Other supporting documentation that is required for eligibility (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade, test scores/certifications/courses not listed on the record review, etc. ) (If Applicable)

**\*FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

### INSTRUCTIONS FOR APPLYING

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ([Home Page](#)) as one single PDF (portfolios will not be accepted).

- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- If you are having difficulty with submitting application via TEAMS please contact [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil)

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