

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 23-02
Position Title:	Aircraft Maintenance Manager
Date of Announcement:	20 January 2023
Closing Date:	18 February 2023
Duty Location & Unit:	158 th Aircraft Maintenance Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	Lt Col/O5 021A3
Period of Tour:	Initial Tour 3 Years
Selecting Official:	Col Brian Lepine; 802-660-5216; brian.lepine.1@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	On Board Non-Fenced Permanent AGRs Within the Vermont Air National Guard Only. This Is Also Advertised as Technician Announcement VT-11798984-AF-23-06.
PCS Authorized:	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 to include fully COVID 19 vaccinated.

Other Pertinent Data:

- Applicants will be assigned to the following UMD position number 0113090034, Rank/Military Grade: Lt Col/O5; AFSC 021A3.
- Open to any commissioned officer rank and AFSC.
- If applicant does not currently possess the 21A3 they will be required to attain the 21A3 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 approved waiver must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.
- **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 Vermont Air National Guard aviation wing. Its purpose is to serve as the Aircraft Maintenance Manager, with responsibility for directing and managing the Squadron. It partners with the Group Commander, as well as the other Commanders and organizations in the Wing in planning, scheduling, and implementing a flying program following Operational Risk Management (ORM) concepts. The supervised workforce may fluctuate daily to meet mission requirements. The workforce may include: Title 32 Military Technicians, Traditional Guard members, Active Guard/Reserve (AGR), Title 5 NG Employees, state employees, other civilian, military duty personnel.
- Plans, organizes, and oversees the activities of the organization. Develops goals and objectives that integrate organization and functional area requirements. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term and long-term priorities to include at a minimum; unit inspection cycles, deployment cycles and depot inputs. Prepares schedules based on the difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction and vision to the subordinate supervisors on a wide range of maintenance and administrative issues. Establishes metric and analysis systems to assess unit efficiency, effectiveness, and compliance with regulatory procedures. Reviews systems for the organization to make certain government needs are met and validated, and that economy and quality of operations are maintained or improved. Evaluates requirements for additional resources submitted by subordinate supervisors and balances organization needs with overall mission requirements and resources. Identifies the need for change in organization priorities and takes action to implement changes. Plans and schedules work in a manner that promotes a smooth flow and even distribution and ensures effective use of organization resources. Accepts, amends, or rejects work of subordinate supervisors. Reviews work and management techniques of subordinate supervisors and is held accountable for actions taken and advice provided by staff of subordinate units. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to assure it is proper and promotes effective operation of the organization as a whole. (30%)
- Collaborates with the Group Commander and other base organizations to plan, develop and implement numerous long term plans to include: the Wing/Group Strategic Plan (mission, goals, values, objectives, etc.), Commander's Inspection Program, the Base Master Plan (facilities), Communications/Computer Plan (infrastructure capabilities/upgrade), the Vehicle Replacement Plan, the Deployment Cycle Plan, Aircraft Modification Plan, Depot Input Plan, force management and recruiting/retention plans, weapon system conversions, and base supplements. Develop operational plans and conduct operational planning to provide for an adaptable, agile force able to respond to dynamic contingency and non-contingency worldwide events based on the assigned aircraft and mission sets. Collaborates with the Group Commander and the HRO on major organization changes and changes based on manpower documents. Serves as a key team member in the strategic planning process at the state and national level.
Through subordinate functional supervisors, directs and supervises staff and production functions affecting very complex high performance aircraft with a wide variety of high cost, sophisticated systems, controlling approximately two thirds of base dollars. Directs a group work force of skilled technicians and traditional guard members, including a variety of staff, administrative, and trades and crafts occupations.
Determines goals and objectives for the squadron. Reviews, accepts, amends or rejects work which has been accomplished by subordinate supervisors and organizations. Executes the squadron Commander's Inspection Program (CCIP) assessing the organizations ability to execute the mission, manage resources, develop personnel and improve the unit. Gives advice, counsel, and instructions to supervisors and subordinate employees on both general policy and administrative matters. Consults with subordinate supervisors and training specialists on training needs. Provides for employee development and training to ensure all assigned personnel and organizational entities are fully capable of performing their wartime tasking. Reviews Special Certification Roster to ensure accuracy and that a sufficient number of personnel are qualified to perform mission critical tasks. Makes decisions on work problems presented by subordinate supervisors. Establishes develops performance standards. Evaluates subordinate supervisors and reviews evaluations made by subordinate supervisors. Makes and approves selections for subordinate positions. Hears and resolves grievances and serious employee complaints. Reviews serious disciplinary cases and problems involving subordinate employees and determines required action. Ensures efficient position management is practiced and subordinate position descriptions are accurate. Approves/disapproves leave. Supports equal employment opportunity and labor management relations programs. Administers and participates in an effective labor relations program in compliance with regulatory and statutory guidance. Meets with and discusses issues with local and national labor organization representatives as well as representatives of the Federal Labor Relations Authority, Federal Services Impasses Panel, or the

Office of Personnel Management when appropriate. As required, serves as a unit management negotiating team member, providing vital input to the formulation of management's negotiation strategy and proposals. Provides resources to participate in the Department of Defense Wage Fixing Authority (DODWFA) wage surveys.

Plans, organizes, schedules, controls, and directs unit aircraft maintenance resources to meet mission requirements. Directs programs to ensure mission accomplishment and the optimum use of resources. In conjunction with the other Wing organizations, plans and executes the maintenance elements of the flying hour and training program to ensure the Wing can meet contingency and wartime tasking of the aviation element, as well as the Expeditionary Combat Support (ECS). Through subordinate supervisors, manages aircraft maintenance activities. Ensures resources such as facilities, manpower, equipment, communications, technical data, tools, and parts are adequate to meet the unit peacetime and wartime mission. Supports audit programs within the group. Through subordinate staff, ensures the standardized formal evaluation, mentoring and awards program is compliant and tracked.

Plans, schedules, controls and directs the use of all resources to ensure timely, effective and complete support of mission requirements. Ensures all aircraft maintenance work meets the highest standards for compliance and airworthiness and that attention is focused on readiness and the wartime tasking(s) of the unit. Balances peacetime economy, readiness, and responsiveness to wartime tasking, resources, and survivability. Supports the Aircraft Maintenance portion of the Designed Operational Capability (DOC) statement of the unit and/or the Emergency War Orders (EWO). Serves as the primary aircraft maintenance representative on the Commander's Contingency Staff, providing guidance and suggested resolutions to a variety of complex and time-sensitive situations.

Plans and institutes fiscal controls to ensure compliance with federal law and higher headquarters directives. Provides optimum support to subordinate organizations in asset acquisition, distribution and accountability, fiscal planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities. Oversees the repair and availability of aircraft parts and components under the Depot Level Repairable (DLR) program which responsibilities include providing input to the Financial Management Board (FMB) as required; resourcing multiyear and long-term plans; developing policies in response to midyear or POM directed appropriations or funding changes (i.e. modernization efforts, DLR "bow waves", readiness and environmental compliance); and approving allocation and distribution of funds within the wing. Approves allocation and distribution of funds within the squadron. Complies with Financial Improvement and Audit Readiness (FIAR) standards. (25%)

- Coordinates with appropriate groups in the wing to ensure an integrated approach to the solution of problems relating to availability of aircraft and the ability to conduct the military mission. Assesses the impact of the flying schedule and schedule changes program to ensure that aircraft requirements and configurations can be met. Plans, implements, and coordinates multiple complex and often competing mission requirements and commitments involving Expeditionary Combat Support (ECS) and aviation packages which may require the activation and deployment of an adaptable, agile force able to respond to dynamic worldwide events. Ensures the unit retains the capability for the simultaneous execution of home station maintenance and training. Confers with applicable base support functions to ensure that squadron needs and requirements are being satisfied. Balances risk to ensure appropriate allocation and prioritization of resources required to meet mission requirements. Identifies aircraft failure trends to part level, develops, and issues unit one-time inspection guidance when warranted. Chairs meetings to coordinate and schedule work to be accomplished by various technicians from a variety of trades that must work as a team to accomplish tasks and goals.

Plans, implements, and executes contingency operations which may require the activation and deployment of an adaptable, agile force able to respond to dynamic worldwide events. Participates in decision making impacting aircraft availability, configuration, and capability. Plans for force protection, resource protection and recovery of battle damaged aircraft. Manages and dispatches Maintenance Recovery Teams (MRT) all over the world to recover disabled aircraft. Ensures planned generation/regeneration of aircraft meets Air Tasking Order guidance in coordination with the Operations Group.

Represents and speaks for the Group Commander with representatives of the National Guard Bureau, the Adjutant General, USP&FO, other military components, state/local governments, business and other public/private groups or organizations and persons having an interest in the programs of the wing/group. Coordinates aircraft maintenance requirements across agency lines (i.e., the MAJCOM staff). Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance capabilities and to ensure timely exchange of pertinent technical, managerial, and mission information. Participates in the weapons system council to effect resolution of weapon system or ANG wide management or technical problems. As required, meets with other aircraft maintenance officers of the same and/or different mission design series, to advise on policies and procedures affecting the Air National Guard aircraft maintenance workforce, infrastructure support, and regulatory guidance. Participates in conferences, seminars, or study groups as the aircraft maintenance representative for the Wing or NGB. Maintains contact with civilian or military research and development agencies in order to achieve reliability, maintainability, and supportability of changing equipment or subsystems. (25%)

- Maintains surveillance and ensures effective operation of the maintenance program. Makes periodic and comprehensive assessment of program through a review of performance indicators, productivity goals and accomplishments, deficiency reports, audit findings, etc. Identifies existing or potential productivity problems and discusses with subordinate supervisors. Ensures that corrective actions or improvement plans are implemented to resolve problems. Validates maintenance program methods, procedures and policies to ensure that the subordinate supervisors have the flexibility needed to meet the program

goals and objectives. Evaluates, through a trends analysis program, the activities of the aircraft maintenance programs to ensure resolution and prevent reoccurrence of problems, and that self-inspection requirements are in accordance with established policies and prescribed directives. Reviews budget proposals, quarterly progress reports, fiscal plans, inputs to war/mobilization and mobility plans, and host tenant support agreements to ensure that financial and organizational requirements are fully integrated to accurately forecast and control allocation of resources to meet goals, objectives, and mission requirements.

Develops CONUS and OCONUS deployment plans to meet unit mission goals, inspection schedules, and deployment requirements. Identifies the need for facility/equipment modernization, improvements, and/or replacements. Coordinates planning and resources with other units and higher headquarters. Manages the development of unit training goals and long range training plans. Ensures training sustains work force qualifications and capabilities.

Manages the resource protection program, which includes physical security, information security, and industrial and occupational safety and health. Exercises continuing responsibility for safety conditions, procedures, and work practices employed within the maintenance community. Provides work force guidance on safety matters and ensures safe work practices are utilized. Ensures that periodic inspections of work centers are performed and immediate action is taken to correct unsafe conditions. Oversees programs such as the Commander's Inspection Program, self-inspection evaluations and the engine foreign object damage (FOD) program. Serves on the Maintenance Environmental Excellence Program Committee which establishes guidelines and initiatives for the prevention and handling of hazardous materials. Assesses program goals ensuring compliance with Defense Environmental Quality Program Policies, and associated state, and national laws.

Prepares for and participates in various types of readiness events. Serves, as required, as a member of a team to cope with natural disasters or civil emergencies. Serves as a technical advisor to accident investigation boards and may be required to serve as a member of such boards.

Develops squadron level policy and oversees the maintenance automated information systems. Makes management decisions impacting purchase and use of computer hardware, software, and training programs. Serves various functions such as Precision Measurement Inspection Laboratory (PMEL), Transportable Field Calibration Unit (TFCU), AFMC field teams, or aircrew training devices or a Non-Destructive Inspection (NDI) function that provides regional support for other government agencies. (20%)

- 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 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**

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 or 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: _____ SSN: _____
Contact Phone #: _____ Email: _____

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

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature)
2. _____ Personal Resume
3. _____ Fitness Tracker Report w/ a passing score in a current status from myFITNESS
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print)
6. _____ DD Form 214 (If Applicable)
7. _____ Last 3 Officer Performance Reports (OPR's) or Enlisted Performance Reports (EPR's) (any that you have available)
8. _____ Letter of Recommendation(s) (If Applicable)
9. _____ Other additional documentation (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE.**

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