

Area 2 In-Service Job Opportunity
ANG Active Guard/Reserve AGR Vacancy

STATE OF WYOMING MILITARY DEPARTMENT
Human Resource Office – AGR Branch
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Supervisory Production Controller (Aircraft)**
Announcement No: **17-A352**
Opening Date: **24 August 2017**
Closing Date: **13 September 2017**
Max Grade Authorized: **E-9**
Min Grade Authorized: **E-8**
Duty SSI/MOS/AFSC: **2RXXX**
Security Clearance: **SECRET**
Aptitude Area Scores: **Minimum score of 55 in the General area of the ASVAB.**
Unit/Duty Location: **153rd MXG, Cheyenne, Wyoming**
Female Asg Elig: **Open**
Nominating Official: **Col David Herder, 153rd Airlift Wing Vice Commander**
Selecting Official: **Col Peter Linde, 153 MXG Commander**
Eligibility: Open to Current AGR Members of the WY ANG

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. INSTRUCTIONS FOR APPLYING: Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file folders, binders, etc. Applications will not be returned. Applications must be legibly completed, MUST be signed and dated, and must contain the following documents at a minimum.

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| Submit applications to: | WY-HRO-AGR Points of Contact: |
| Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320 | SGT Lorien Mele (307) 772-5127 TSgt Greg Rotert (307) 772-5261 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarnq.list.org-jobs@mail.mil |

_____ **Cover letter**

_____ **Current Resume**

_____ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

_____ **Last 3 EPRs/OPRs:** If three EPRs/OPRs are not available, the Airman must include at least one Letter of Recommendation or Performance from the military command.

_____ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

_____ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*

_____ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession.

_____ **SF 181**, Ethnicity and Race Identification

_____ **Administrative Grade Reduction (if applicable):** Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

6. INITIAL ELIGIBILITY REQUIREMENTS

- Promotion/Selection to E-9 is dependent on Wyoming ANG State Controlled Grade Availability

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
- Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/ compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
- **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
- Must not have been previously separated for cause from active duty.

7. SPECIAL REQUIREMENTS

- Selected Applicant must possess a **SECRET** clearance to apply. Failure to maintain a Secret clearance will result in separation from the AGR program.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

8. POSITION DESCRIPTION

This position is located within a National Guard flying unit. Its purpose is to supervise and manage logistics staff functions consisting of the Maintenance Operations Center (MOC); Plans, Scheduling and Documentation (PS&D); Engine Management; Maintenance Training; Depot Level Repairables (DLR); Programs and Mobility; and Production Analysis/Data Base Management.

Coordinates and ensures timely development of weekly, monthly, and quarterly maintenance plans, flying schedules, and documentation of historical data. Ensures engine management responsibilities are accomplished in accordance with applicable directives. Ensures the development of all required plans to include, but not limited to, the aircraft parking plan and emergency war order (EWO) contingency; and exercise and emergency action plans; to ensure applicability and consistency and to avoid duplication and confusion. Reviews reports and statistical data from subordinate functions and other sources for the purpose of evaluating overall maintenance program status or identifying exception, trend, or problems areas. Areas which require further examination are brought to the attention of management.

Supervises and directs utilization of branch personnel. Establishes work priorities; oversees work in progress to ensure compliance with established policies and directives; ensures supply discipline, radio discipline and proper care of assigned equipment and facilities; within area of responsibility. Informs subordinate personnel of policy, practice or procedural changes affecting individual or organization status. Interviews and selects new employees. Develops criteria and evaluates employee performance. Manages the employee recognition program. Participates in the labor relations program, equal opportunity programs, or other human resource management programs. Participates in problem solving and takes action as required.

Reviews and coordinates requests for cannibalization and local manufacture of material. Authorizes utilization of Readiness Spares Kit (RSP) assets. Assists the Programs and Mobility, Depot Level Repairables, and maintenance production functions with the development and submission of budget estimates for the maintenance complex for inclusion into the base financial plan. Ensures maintenance data base support for all maintenance functions.

Interacts with maintenance activities and the training management function to establish a maintenance training program that ensures all personnel are qualified for their jobs, and that a balance of skills is maintained within the maintenance complex.

Allocates, assigns, and replaces vehicles within the maintenance complex according to need.