



**AGR VACANCY
ANNOUNCEMENT
ENLISTED**

THE ADJUTANT GENERAL
NEW MEXICO AIR NATIONAL GUARD
ATT: NMANG-HR-AD
47 BATAAN BLVD
SANTA FE, NM 87508

ANNOUNCEMENT NO:
NME 22-015

OPENING DATE
8-Aug-22

CLOSING DATE
18-Aug-22

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OPEN FOR FILL
 STATE NMANG
 NATIONWIDE NMARNG

POSITION TITLE: Plans Scheduling and Documentation.

LOCATION OF POSITION: 150th Maintenance Operations Flight New Mexico Air National Guard, Kirtland Air Force Base, New Mexico 87117.

AREA OF CONSIDERATION: Open to presently employed AGRs. Eligible to the rank of E-7 promotable to E-8. Must hold 2R AFSC. No AGR Control available.

DATE VACANCY EXISTS: Currently with a projected start date of 29 August 2022 or TBD.

ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:

Enlisted must meet AFSC, requirements as outlined in AFECD. If medical exam is older than 30 days, applicant must submit an AF Form 895. Submit applications on NGB Form 34-1. Must meet the physical examination qualification outlined in Chapter 12, ANGI 36-101, and IAW AFI 48-123 Medical Examination and Standards. Examination must have been conducted within 18 months before the date of entry on military duty. Must meet and comply with weight standards at the time of entry into AGR duty. Should be able to acquire 20 years of active duty prior to mandatory separation date. Should be able to serve at least five (5) consecutive years in the AGR program prior to becoming eligible to receive military non-disability retirement or retainer pay. Must not be eligible for, or receiving an immediate Federal (military or civilian) retirement annuity.

SPECIAL INFORMATION: As a condition of employment, **selected** agrees to attend all Unit Training Assemblies and Annual Training deployments, special projects, and exercises when required, with his/her unit of assignment; applicant must be assigned to a Military UMD in the unit they support and UMD compatible AFSC prior to Active Duty Tour. The military uniform will be worn in accordance with AFI 36-2903.

INSTRUCTIONS FOR APPLYING: Submit application using a NGB Form 34-1, which is on the internet at <https://usaf.dps.mil/sites/34163/150SOW/JOBS/SitePages/Home.aspx>. Completed applications will be scanned into one PDF file and emailed to alejandro.unale@us.af.mil **no later than** the closing date. You must submit a separate PDF file for each job you are applying for.

REQUIRED DOCUMENTS: All applications must include the following documents:

Completed NGB 34-1

Current Record Review RIP (not more than one (1) year old)

Current copy of your Official Air Force Fitness Assessment Scorecard.

EQUAL OPPORTUNITY: The New Mexico Air National Guard is an Equal Opportunity Organization. Selection for this position will be made without regards to race, color, religion, sex, age, or national origin.

CLOSING DATE: Applications will be forwarded to the HRO office, to arrive **no later than** the business day on the closing date specified on the vacancy announcement.

MAINTENANCE MANAGMENT

1. Specialty Summary. Leads the central agency for monitoring and developing strategies for aircraft and equipment management to sustain the health of the fleet. 2Rs are the focal point for long-range, strategic fleet health planning. Understands strategic factors impacting unit, wing, MAJCOM, AF and COCOM missions and builds a strategic plan that supports operational needs of the National Defense Strategy. Advises senior maintenance leaders with cause and effect analysis of fleet health issues. Manages scheduling effort that optimizes support to aircraft requirements such as flying/operational events, ground training events, scheduled maintenance inspections, aircraft/system configuration control, aircraft/system modification schedules and aircraft/system recovery maintenance. Related DoD Occupational Subgroup: 155800.

2. Duties and Responsibilities:

2.1. Initiates investigations, and performs statistical analysis. Informs managers of significant factors affecting the mission. Manages and operates maintenance management information systems (MIS). Supports generation flow plans for units required meeting emergency war order and wartime tasking's. Performs maintenance management functions. Supervises, directs, and controls collection, auditing, evaluation, and analysis of maintenance data to include auditing source data for accuracy, timeliness, and compliance with directives. Supervises analysis of deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Reviews and approves written reports and special studies for presentation to senior

leaders. Coordinates with appropriate information management/processing centers to ensure automated systems capability and compatibility with customer requirements are met. Forwards requirements and enhancements to higher headquarters for approval.

2.2. Plans, organizes, directs and controls scheduling of aerospace vehicle maintenance and utilization requirements. Develops plans and establishes production schedules to meet mission requirements. Determines maintenance capabilities to aid in developing operational schedules. Coordinates with the Aerospace Vehicle Distribution Officer (AVDO) to ensure all aircraft assignment and possession changes are accurately reported. Prepares weekly, monthly, and quarterly utilization schedules for known maintenance and operational mission and training requirements. Coordinates with base activities to ensure support is available to meet schedules. Supervises development of generation flow plans for unit emergency war order and wartime tasking's within unit Designated Operational Capability (DOC) statement. Supervises review, evaluation, and filing of documented information for planning and scheduling maintenance actions. Manages the aircraft configuration, TCTO, special inspection, and time change program and their related automated subsystems.

2.3. Manages Maintenance Operations Center (MOC). Monitors and coordinates sortie production, maintenance production, and execution of the flying and maintenance schedules. Maintains visibility of fleet health indicators. Establishes priorities for competing, limited maintenance resources, based on daily flying schedule and maintenance priorities. Ensures aircraft status is properly reported and maintained.

2.4. Determines long-range fleet health maintenance priorities. Provides supply liaison and engine management support for flight line and back shop maintenance requirements. Schedules and monitors workload requirements. Resolves problems and interprets technical publications for inspecting, maintaining, and modifying aircraft and support equipment. Ensures unit meets mobility requirements. Ensures the appropriate maintenance and operations commanders are advised of maintenance capabilities, limiting production factors, and adherence to maintenance schedules.

2.5. Manages the maintenance group programs and resources section and oversees the execution of maintenance training.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, and maintenance operations center, and maintenance training functions; maintenance concepts, directives, and organizational structure; Air Force supply procedures and resource management.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2R090, qualification in and possession of AFSC 2R071 or 2R171 is mandatory. Also, experience is mandatory managing or directing functions such as maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, or MOC.

3.5. Other. Specialty requires routine access to Tier 3 (T3) information, systems or similar classified environment. For award and retention of AFSC 2R090, completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*, is mandatory. 3.5.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.