



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 24-015

OPENING DATE
16-July-24

CLOSING DATE
30-July-24

POC: MSgt. Alejandro Unale
COMM: (505) 853-2354
DSN: 263-2354
Alejandro.unale@us.af.mil

OPEN FOR FILL
 STATE NMANG
 NATIONWIDE NMARNG

POSITION TITLE: Maintenance Group Senior Enlisted Leader.

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

AREA OF CONSIDERATION: Open to presently employed AGR members of the New Mexico Air National Guard. Position is open to any 2AXXX, 2WXXX, and 2RXXX AFSC. Open to E-9 or immediately promotable E-8s to the rank of E-9. If SMSgt is selected must have an approved ETP to be assigned to Group SEL position.

DATE VACANCY EXISTS: Currently with a projected start date of 1 October 2024 or TBD by Commander.

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 from vMPF (not more than one (1) year old)

Current copy of your Official Air Force Fitness Assessment Individual tracker (myFitness).

Resume, Last 3 EPRs, Official BIO, and NM Capabilities Sheet.

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 MANAGEMENT

1. Specialty Summary. Central agency for scheduling, documentation, management, monitoring, and developing strategies for aerospace vehicles, engines, armament/munitions, missiles, space systems, AGE, and selected equipment inventory. Ensures aerospace vehicles and supporting equipment are managed and documented in accordance with established policy and advises maintenance leadership on fleet health. Initiates studies, investigations and performs statistical analysis to aid in the development and coordination of generation flow plans for units required to meet emergency war order and wartime taskings. Presents information to help senior leadership assess the health of the units' weapon systems and equipment. Manages and operates maintenance management information systems (MIS).

2. Duties and Responsibilities:

2.1. Provides written guidance, reports and special studies for recommendations and briefings to account for flying hour data, equipment performance, materiel consumption, scheduling, management, and resources. Uses statistical techniques, interprets findings from data, identifies trends and significant deviations to ensure senior leaders are briefed fleet health and recommends corrective action when appropriate. Manages aerospace vehicle maintenance and utilization requirements by developing plans and establishes production schedules to meet mission requirements. Determines maintenance capabilities, production factors and work priorities in developing operational schedules. Prepares daily, weekly, monthly, quarterly, and annual utilization schedules for known maintenance and operational mission and training requirements. Coordinates with base activities to ensure support is available to meet schedules.

2.2. Controls, maintains, and audits weapons systems records in the applicable MIS. Coordinates

and develops aircraft configuration, Time Compliance Technical Orders (TCTO), Special Inspections (SI), and time change items (TCI), ensuring they are documented in accordance with aircraft documentation policies in the appropriate MIS. Coordinates with appropriate information management and processing centers to ensure automated systems capability and compatibility with customer requirements are met. Focal point for validating and tracking MIS requirements and enhancements for higher headquarters approval.

3. Specialty Qualifications:

3.1. Knowledge: Maintenance and operations organization management and procedures applying to aircraft, missiles, communications electronics, space systems, or related equipment. Exercise critical thinking, utilizing analytical theory and statistical processes while also being knowledgeable on planning, scheduling, and documenting maintenance and MISs; concepts and application of maintenance directives; aerospace vehicle, operational, inspection, and time change management; delayed discrepancies; TCTO; and engine subsystems.

3.2. Education. For entry into this specialty, computer literacy, knowledge of commercial off the shelf (COTS) data management and visualization, and high school completion with courses in algebra, effective writing, public speaking, and typing are desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2R231. Completion of a basic maintenance management analysis & scheduling course.

3.3.2. 2R271. Completion of an advanced maintenance management analysis & scheduling course.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 2R251. Qualification in and possession of AFSC 2R031 or 2R131. Also, experience in maintenance management activities.

3.4.2. 2R271. Qualification in and possession of AFSC 2R251. Also, experience performing or supervising maintenance management functions and activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for entry requirements.

3.5.2. The following is mandatory for retraining candidates within the Air Force National Guard and Air Force Reserve Command:

3.5.2.1. Grade of E-6 or below with less than 10 years Total Federal Military Service.

3.5.3. Must maintain local network access in accordance with AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

3.5.4. Specialty requires routine access to Tier 3 (T3) information, systems or similar classified environment. For award and retention of AFSC 2R231/51/71, completion of a current T3 Investigation required in accordance with DoDM 5200.02, AFMAN 16-1405, AFGM 2022-03, Air Force Personnel Security Program, is mandatory.

Performs additional duties as assigned.
Note: Incomplete packages will not be considered.