

INDIANA
JOINT FORCE HEADQUARTERS
AIR NATIONAL ACTIVE GUARD RESERVE (AGR)
2002 South Holt Road
Indianapolis, Indiana 46241-4839

THIS IS A CONCURRENT ANNOUNCEMENT

Vacancy Announcement No. **23-013-O-AIR** Open Date: **28 Nov 22** Close Date: **12 Dec 22**
USAJobs Vacancy No. **IN-11724693-AF-23-011**

Position Title: **Aircraft Maintenance Manager**
Technician Position Title: **Aircraft Maintenance Manager**
Air Force Specialty Code (AFSC): **21A3** Technician Series: **1601**
Minimum Military Grade: **O1/LT** Maximum Grade: **O3/Capt**
Civilian Grade Range: **GS12**
Security Clearance: **Secret**
Vice: **Pence** Position No: **10224191C**

Unit/Location
122 MXS
Fort Wayne, IN

AREA OF CONSIDERATION

On-Board AGR

- On-Board – 122 FW Members Only
- Applicants must possess a 21AX AFSC

MILITARY DUTY TOUR TYPE

- ❖ **Length of Tour:** IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Follow-on tours will not exceed six years and will not be extended beyond an Enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).
- ❖ **Appointment:** The publication of AGR orders by HRO will be the official appointment into the Indiana Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

AIR NATIONAL GUARD MEMBERSHIP

- This vacancy announcement will be an initial active duty tour of three (3) to six (6) years IAW INANG – HRO Policy Memo #19-001. Subsequent tours will be from three (3) to six (6) years. The Selected Applicant will be placed in Active Guard/Reserve (AGR) Military status under Title 32, USC, Sec 502(f).
- The incumbent will participate with the unit of assignment during unit training assemblies and training periods.
- After an applicant is selected for this position incumbent will be assigned to AFSC **21A3** Position Title **Aircraft Maintenance Manager** located at **122 MXS, Fort Wayne, IN** Position Number **10224191C**
- The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.
- Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

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DUTIES AND RESPONSIBILITIES

- 2.1. Directs aircraft maintenance mission generation and repair network activities. Maintains workforce discipline and responds to personnel issues while balancing workforce availability and skill levels with operational requirements. Works with functional managers to develop, formulate, and manage fiscal resources. Instills maintenance discipline, security awareness and force protection concepts. Ensures accuracy of documentation, i.e. aircraft forms and automated systems. Ensures adherence to technical data, policy, procedures, and safe maintenance practices.
- 2.2. Develops, coordinates, and executes flying and maintenance schedules. Manages aircraft configuration; daily aircraft servicing, weapons loading, launch, recovery, and repair; periodic aircraft maintenance inspections; and flightline safety and foreign object damage (FOD) prevention and dropped object programs (DOP). Manages overall aircraft fleet health and ensures aircraft availability to execute mission requirements. Analyzes aircraft maintenance indicators to identify trends and initiates corrective actions.
- 2.3. Directs maintenance activities that may include aircraft propulsion, pneudraulics, egress, fuel systems, electro-environmental, Precision Measurement Equipment Laboratory (PMEL) and avionics systems. Also may include management of aerospace ground equipment, structural repair, low-observable repair, corrosion control, machine, welding, inspection, aero-repair, crash, damaged, disabled aircraft recovery, non-destructive inspection, and off-equipment munitions and armament suspension equipment.
- 2.4. Manages quality assurance, maintenance training, budget and resource management, analysis, facilities, shared resources to include end-of-runway and weapons load training. Manages plans and programs, modifications, and modernizations requirements.
- 2.5. Formulates maintenance plans and policies to meet unit tasking. Assesses unit maintenance capability in support of combat related operational plans and provides inputs for capability assessments for each plan. Defines aircraft maintenance procedures and requirements in response to emergency or contingency situations.
- 2.6. Coordinates core logistics requirements supporting aircraft maintenance operations. Establishes support requirements for supply requisition, repair cycle, delivery, combat support, ground and aerial port transportation, base support plans, and munitions requirements.
- 2.7. Directs and manages wholesale logistics life cycle sustainment support. Coordinates production schedules to include induction and selling systems. Defines technical problems and economic factors related to research and development, and system operational data to evaluate programs, assess trends, and identify improvements and deficiencies. Manages weapons system programs, funding of depot maintenance workloads, and transportation distribution systems. Manages logistics tests and evaluation on new acquisition programs and aircraft modifications.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR POSITION

Knowledge. The following knowledge is mandatory for award of the AFSC: maintenance and personnel management procedures, and organizational and mission requirements; capabilities, limitations, and basic operating principles of aircraft systems and components; theory of flight and airframe construction; life cycle sustainment, quality assurance; supply, transportation, logistics plans, contracting, flying operations, munitions, and other unit operations related to aircraft maintenance units.

OTHER REQUIREMENTS

- Member must not have been previously separated from active duty or a previous AGR tour "for cause".
- Once selected, AGR members must remain in the position to which initially assigned for a minimum of twenty-four (24) months.
- Applicants must meet requirements of AFI 36-2905 Air Force Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.

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- Applicants will be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date.
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- **Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- **Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.

INSTRUCTIONS FOR APPLYING: Incomplete/Expired paperwork will NOT be considered

1. **Required:** NGB Form 34-1, Application for Active (AGR) Position, dated 11 Nov 2013; previous versions are obsolete. Announcement number & position title must be annotated on the form. (i.e. " 19-XXX-X-AIR) Link to download NGB Form 34-1: [AGR Vacancies \(ng.mil\)](https://afpcsecure.us.af.mil/)
2. **Required:** Applicant must submit a current PASSING Individual Fitness Assessment within the last 12 months. Selectee must meet the minimum requirements for each fitness component in addition to an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "PASS" rating is required.
3. **Required:** Current Report of Individual Person (RIP), within the last 90 days. For AF/ANG, you can obtain your Records Review RIP from your FSS/CSS or go to <https://afpcsecure.us.af.mil/> (RIP must show your ASVAB scores and awarded AFSCs).
4. **Required:** if applicable: Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, (Enlisted Only) IAW AFI 36-2502, Paragraph 11.1.2.4.1.1.2.
5. **Optional:** Resume, Letter of Recommendation, DD214, EPRs/OPRs.

SUBMISSION OF APPLICATION

- Applications must arrive at the HRO Applications Inbox at the following email address: JFACIN.NGIN.AGRStaffingOrg@us.af.mil no later than 2359 Eastern Standard Time on the closing date of the job announcement.
- Applications MUST be complete upon initial submission in one single PDF package, emailed with the proper naming convention of Last Name-Announcement number (i.e. **Last Name-19-XXX-X-AIR**) in the subject line. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (i.e. **Last Name-19-XXX-X-AIR 1 of 2, 2 of 2**).
- Encrypt emails for your protection.
- Applications will be reviewed after the closing date: Disqualification notifications will be emailed to applicants after the announcement closing date.
- If you need to update a previously submitted package, and it is before the closeout date, you must send a new completed package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted.

POINT OF CONTACT

HRO REMOTE DESIGNEE: **SSgt Gabriella Proegler**
SELECTING OFFICIAL: **Lt Col Kristen Westby**
HRO JFHQ: **SMSgt James Wright**

CONTACT INFORMATION: **260-478-3134**
CONTACT INFORMATION: **317-247-3160**

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INSTRUCTIONS TO COMMANDERS/SUPERVISORS: IAW ANGI 36–101 Paragraph 4.1.7.1 this position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting Official will contact qualified applicants for interviews. After NGIN-PEH-A approves the selection package, NGIN-PEH-A will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by NGIN-PEH-A. After the selecting official makes a selection, the “routing” of the selection package begins and ends with NGIN-PEH-A.

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