

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	13-046
Date of announcement:	16 May 2013
Closing Date:	5 June 2013 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Logistics Management Officer # 0968033
Duty Location:	Reno, NV
Unit:	152d AW
Area of Consideration:	Statewide* ; CURRENT ON BOARD AGR'S IN THE NEVADA AIR NATIONAL GUARD
Grade:	Officer, O-4/Maj –Max O-5/Lt Col
AFSC:	21AX Preferred but not required. Must be eligible to become 21AX qualified. Failure to complete 21AX course will result in the termination of AGR tour.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	Col Bartley O' Toole (775) 788-4601/DSN 788-4601 bartley.otoole@ang.af.mil
NOTE: *Statewide means: CURRENT ON BOARD AGR'S IN THE NEVADA AIR NATIONAL GUARD	

13-046

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial Current security clearance, JPAS printout- must have NACLTC Top Secret or be eligible to obtain Top Secret. A memo from Security Manager showing clearance will suffice if JPAS printout is not available.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

(1) Manages and administers aircraft maintenance activities within Aircraft Generation Division and maintenance Division. Plans, develops, and publishes aircraft logistics policies and procedures within the general framework, as established by higher echelons of command. Manages the overall maintenance and related support activities to assure timely, effective and complete maintenance support of base, group, wing, state, National Guard Bureau and Air Force mission requirements. Supervises the preparation of plans for maintenance support of operational missions. Reviews aircraft maintenance and related material support requirements in terms of specific objectives, relative priorities, capabilities and limitations. Advises commander and staff on status of maintenance programs, functional capabilities, and current and projected operational training and mission requirements. Serves on the flight planning committee to ensure proper scheduling of aircraft commitments commensurate with logistics capability.

(2) Supervises and directs the preparation of budget estimates; financial plans; studies of the aircraft maintenance organization; manning requirements; facility requirements; mobility or contingency requirements; and publication's related to maintenance, methods, policies and procedures. Utilizes the compilation and development of current aircraft logistics data, analysis, and reports in order to analyze and keep abreast of aircraft maintenance trends; and to analyze the organization's maintenance capabilities and evaluates maintenance effectiveness.

(3) Coordinates maintenance activities with supervisors, various base activities, and higher echelons of maintenance such as Air Force Depoe Weapons Systems Managers, NGB, Major Command Staff, etc. Maintains liaison with counterparts at other ANG bases, particularly those possessing the same type of aircraft, to ensure a prompt and free exchange of pertinent technical, management, and mission information. Participates in conferences and seminars as the aircraft maintenance representative for the base or NGB, as required.

(4) Administers a sound aircraft maintenance personnel management program to assure that personnel in staff,

supervisory, and technical positions are highly qualified and motivated. Interviews and selects applicants for supervisory positions or other key positions. Establishes work performance standards for supervisors and key personnel; and assigns annual performance evaluations. Initiates disciplinary actions, promotion actions, and step increases. Recommends performance awards. Approves sick leave and annual leave for key personnel and approves overall leave schedules for the organization. Counsels subordinates, explains logistics and personnel policies, hears grievances and resolves work problems. Reviews the overall human resource program within the organization to ensure that subordinate supervisors are effectively accomplishing their personnel management responsibilities. Reviews job description changes proposed by subordinate supervisors and assures accuracy and completeness of supervisory job descriptions. Makes periodic reviews of position structures to determine whether each position is necessary for accomplishment of operations and whether duties are assigned and organized in a manner which provides economy and efficiency of operations. Approves overall training for the logistics function.

(5) Administers a rigid safety and security program within the aircraft logistics organization.

(6) Serves as a technical advisor to accident investigation boards; and may be assigned as a member of an accident investigation board.

(7) Participates in engineering studies and analysis of proposed modifications related to aircraft, aircraft engines, accessories, systems, and associated aerospace ground equipment machinery, and tools.

(8) Prepares for and participates in various types of readiness evaluations such as ORI, IG and LCAP inspections and/or mobility and command support exercises. May serve as a member of a team coping with natural disasters or civil emergencies.

(9) Performs other duties as assigned.

(10) Understand the process of managing, scheduling and leading Aircraft production.

(11) How to utilize the management of personnel thru required skills training, SORTS, and ancillary requirements.

(12) Ability to work with other program managers within maintenance and the wing structure.

AFSC QUALIFICATION REQUIREMENTS:

21AX preferred but not required. Must be able to become 21AX qualified. Failure to become 21AX qualified will result in the termination of AGR tour.

O-4 with PME complete or O-5

ADDITIONAL REQUIREMENTS:

3.1. 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.

3.2. Education. For entry into this AFSC, an undergraduate academic degree in engineering, management, industrial management, business management, logistics management, or physical sciences is desirable.

3.3. Training. For award of the 21A3, completion of an AETC in-residence Aircraft Maintenance Officer Course (AMOC) is mandatory.

3.4. Experience. For award of AFSC 21A3, a minimum of 24 months of experience managing aircraft maintenance activities is mandatory.

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.