

**ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-020  
TITLE 32 USC SEC 502 (f)**

(Also advertised under Technician Position Vacancy Announcement (TPVA) #14-020)

**POSITION:** Aircraft Maintenance Supervisor

**LOCATION:** 101<sup>st</sup> Aircraft Maintenance Squadron

**GRADE:** TSgt/E6 – SMSgt/E8

**SALARY:** Full military pay and allowances, depending upon military grade and longevity of the applicant selected

**CLOSING DATE:** 2 April 2014

**AREA OF CONSIDERATION:** This position is open to currently assigned Maine Air National Guard Enlisted AGRs who are qualified in AFSC 2AXXX. (Also must meet Eligibility Requirements listed below).

**MILITARY ASSIGNMENT:** Selected applicant will be assigned to the 101<sup>st</sup> Aircraft Maintenance Squadron

**ELIGIBILITY REQUIREMENT:** **AGR applicants** will:

- a. Have served at least 12 months in their current assignments unless TAG waives this requirement.
- b. Possess a military grade that is greater than the positions of the airmen he/she would supervise.

**LENGTH OF TOUR:** If the selected applicants are on AGR status, they will be reassigned but remain on AGR status until the end of their current tour. Extension beyond their current tour is contingent upon recommendation by their supervisor and final approval by the Adjutant General.

**HOW TO APPLY:** Eligible applicants will submit all of the following:

- MeSPM Form 35-03 (Application for ANG Full-Time Military Duty Assignment).
  - Current Report of Individual Person (RIP) – Through Virtual MPF
  - Current Resume
  - Most recent Report of Individual Fitness
- [https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness\\_Home](https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness_Home)

***Email applications are preferred.*** These forms and job announcements may be found on the MENG web site at

<http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "Jobs" link. Select the "AGR" link to get a blank AGR application form.

-Please submit your application one of the following three ways:

- 1) **Via Email to: [ng.me.mearng.list.hro-agr-br@mail.mil](mailto:ng.me.mearng.list.hro-agr-br@mail.mil). You will receive an email acknowledgement.**
- 2) **Via a non-government fax to HRO-AGR Office at 207-626-4246 or**
- 3) **Deliver in person or send by U.S. Mail to:**

**Department of Defense, Veterans & Emergency Management  
ATTN: MENG- HRO-AGR  
Camp Keyes, Augusta, ME 04333-0033**

**\*\*NOT LATER THAN THE CLOSING DATE\*\***

**Applications received after the closing date or incomplete applications will NOT be considered.** The use of government property, such as envelopes, postage or facsimile machines, to submit applications is prohibited. MENG-HRO-AGR may receive facsimiles sent from non-government facsimile machines. Email or the inter-office distribution system may be used (where no expense is incurred by the government). Be accurate and thorough on the MeSPM Form 35-03 as this is used to determine your qualifications.

**DUTIES AND RESPONSIBILITIES:** See Attached Duty Description

**APPOINTMENT:** This position will be filled by qualified applicant as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin. Appointment is contingent upon pending NGB approved Manpower Change Request.

**DISSEMINATION:** Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

\\\\\\\\SIGNED\\\\\\\\  
CHRISTOPHER A. MERRILL  
CW3, MEARNG  
AGR Manager

a. INTRODUCTION:

The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated non-supervisory work. The occupation and non-supervisory grade level which best reflects the nature of the overall work operations supervised is Aircraft Mechanic, WG-8852-10.

b. DUTIES:

(1) Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.

(2) Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units.

(3) Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.

(4) Performs the nonsupervisory work of the function as needed.

(5) Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

(6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.

(7) Performs other duties as assigned.