

**\*\*\*Applications MUST be emailed to the HRO email [ng.ar.ararng.mbx.hro-jobs@mail.mil](mailto:ng.ar.ararng.mbx.hro-jobs@mail.mil)\*\*\***

**MILITARY DEPARTMENT OF ARKANSAS  
HUMAN RESOURCES OFFICE, BLDG 7300  
CAMP ROBINSON-HRO-BOX 17  
NORTH LITTLE ROCK, AR 72199-9600**

**<https://arkansas.nationalguard.mil/Careers/Current-Openings/Air-AGR/>**

**AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 21-027A**

**OPENING DATE: 25 February 2021**

**CLOSING DATE: 11 March 2021**

**POSITION TITLE: Aircraft Maintenance Coordinator**

**MILITARY GRADE REQUIREMENTS: (Onboard AGR) Enlisted, not to exceed MSgt/E-7**

**LOCATION: 189<sup>th</sup> Airlift Wing (AW), Little Rock Air Force Base, AR, Air National Guard**

**NOMINATING OFFICIAL: CMSgt David Noel**

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

**AREA OF CONSIDERATION:** All onboard members of the Arkansas Air National Guard that possess the applicable Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

**QUALIFICATION REQUIREMENTS:** Must possess AFSC 2A571. Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Instruction (AFI) 36-2905. Prior to induction into AGR Program selectee must meet all required medical standards in AFI 48-123 & AFI 44-170. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

**PLACEMENT FACTORS:** Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189<sup>th</sup> AW, and assigned to a compatible military position in AFSC 2A5X1.

**SUMMARY OF DUTIES:** Responsible for the total squadron maintenance program, manages the overall direction of the maintenance effort, and enforces safe maintenance practices. In addition, responsible for identifying, assembling, and managing critical equipment items. Priority is placed on aircraft supporting operational requirements, scheduled and unscheduled aircraft maintenance, and aircraft used for maintenance and/or operations training. The focus is on aircraft generation in order to meet mission requirements. Incumbent has maintenance authority on airworthiness of aircraft based on knowledge of aircraft systems and safety of flight concerns. Ensures that a pilot pickup is accomplished for critical parts in order to expedite repairs of Not-Mission-Capable aircraft that receive the highest priority and depends on the critical need for the aircraft and its return to service. May verify Mission Capable (MICAP) requisitions. Participates in establishing the monthly and weekly maintenance plans. Attends the daily maintenance planning meetings for the purpose of incorporating unscheduled maintenance into the weekly and daily maintenance plans. Evaluates workload requirements and makes changes to aircraft utilization schedules required. Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements. Controls and coordinates maintenance activity on the flight line. Monitors aircraft maintenance in progress and evaluates estimated completion time against scheduling and planning requirements. Anticipates problems and directs changes of flight line activities in order to meet mission schedules. May be required to coordinate with supervisors to select workers and assign tasks to be performed. When necessary, initiates action to resolve personnel shortages and coordinates requirements with the Maintenance Operations Center (MOC). Reviews work in progress or upon completion for compliance with policies and procedures. Ensures utilization of proper tools and equipment and adherence to technical data in performance of maintenance. Determines methods necessary to meet mission requirements including authorizing and directing cannibalization on assigned aircraft. Cannibalization actions will be coordinated with the MOC and Supply. Ensures

aircraft status is accurately reported in accordance with Air Force instructions, reports, and applicable supplements. Works closely with the expeditor and MOC to ensure that actual aircraft status matches the aircraft status reported in the automated reporting system. Understands, executes, and coordinates specific disaster control duties including the provisions contained Air Force instructions, with regard to movement of aircraft, support equipment, and evacuation of flight line personnel. Decisions will be made based on safeguarding personnel first, followed by protecting aircraft, equipment, and other resources. Maintains a current on-base disaster map with cordon overlay and appropriate checklists for use during disasters or exercises. Performs other duties as assigned.

**INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: Applications must be one PDF file and emailed to HRO (multiple documents will not be accepted). The email address for HRO is: [ng.ar.ararng.mbx.hro-jobs@mail.mil](mailto:ng.ar.ararng.mbx.hro-jobs@mail.mil).** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments for this announcement are as follows:

**Both, email subject line and your application must be named: Rank Last name, First name and Announcement Number**  
**Example: TSgt Last name, First name 21-081A**

**Documents must be in one PDF file in the order listed below:**

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure position announcement number and position title are completed. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17). Failure to do so will result in disqualification.
- 2. Current AF Form 422 within 5 Years** – Must be final signed/approved form.
- 3. Current Individual Medical Readiness (IMR)** – Must be no more than 30 days old. All statuses must be current/ready. Official copy must have applicants name/date and reflect a PHA within 12 months of announcement closing date. (Once logged into your IMR – Right Click, print, Adobe PDF). Screen prints will not be accepted.
- 4. Current ANG Fitness Assessment Results** – Must be no more than 30 days old. Official PDF copy from AFFMS database must have applicants system generated name on it. Must reflect current passing fitness results within 12 months and fitness history. Screen prints will not be accepted. Covid exemptions will be accepted and must be entered into AFFMS, “current testing status” must be read “current”. Due to the AFFMS update, the report will have to be exported to excel - saved - and then converted/printed to PDF.
- 5. vMPF RIP** – Must be no more than 30 days old. Print and submit all pages. (vMPF path is - Self Service Actions - Personal Data - Record Review/Update - View/Print All Pages - Right Click, print, Adobe PDF).
- 6. SF 181** – Race and National Origin Identification.

**THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**