

Nationwide Job Opportunity ANG Active Guard/Reserve AGR Vacancy

**STATE OF WYOMING MILITARY DEPARTMENT
Human Resource Office – AGR Branch
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Flight Engineer Chief Enlisted Manager**
Announcement No: **20-A332**
Opening Date: **13 March 2020**
Closing Date: **30 March 2020**
Max Grade Authorized: **E-9**
Min Grade Authorized: **E-8**
Duty SSI/MOS/AFSC: **1A191 (Must Possess)**
Security Clearance: **Secret**
Unit/Duty Location: **153 Operations Group, Cheyenne, WY**
Female Asg Elig: **Open**
Nominating Official: **Col Michelle Mulberry, Vice Commander, 153 Airlift Wing**
Selecting Official: **Lt Col Jeremy Burton, 153 Operations Support Sq.**
Eligibility: **Open to current WY ANG members and those eligible to become WY ANG members**

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file folders, binders, etc. Applications will not be returned. Applications must be legibly completed, MUST be signed and dated, and must contain the following documents at a minimum.

Position: 0968993

FHSW-32C000

AGR Position: 0965993

Submit applications to:	WY-HRO-AGR Points of Contact:
Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320	MSgt Greg Rotert (307) 772-5261 E-Mail: ng.wy.wyarng.list.org-jobs@mail.mil

_____ **Cover letter**

_____ **Current Resume**

_____ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

_____ **Last 3 EPRs/OPRs:** If three EPRs/OPRs are not available, the Airman must include at least one Letter of Recommendation or Performance from the military command.

_____ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

_____ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*

_____ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession.

_____ **SF 181**, Ethnicity and Race Identification

_____ **Administrative Grade Reduction (if applicable):** Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

_____ **Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.**

6. INITIAL ELIGIBILITY REQUIREMENTS

- Promotion/Selection to E-9 is dependent on Wyoming ANG State Controlled Grade Availability.

-Applicants must currently possess a 1A191 to apply.

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.

- Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.

- Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)

- Must not have been previously separated for cause from active duty.

7. SPECIAL REQUIREMENTS

- Selected Applicant must possess or be able to obtain a **SECRET** clearance within one year from date of selection. Failure to obtain and/or maintain a secret clearance will result in separation as an AGR.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

8. POSITION DESCRIPTION

Develops and provides technical flight engineer upgrade and proficiency training and instruction to aircrew members. Training provided includes the full cycle of theory, formal classroom instruction, and actual on the job practice. Establishes, validates, and maintains unit flight engineer training program using the instructional systems development (ISD) process. Develops instructional standards, training, lesson plans, tests, and other training material. Analyzes and interprets guidance regarding aircrew duties and proficiency requirements, flight safety, and other related materials. Reviews training objectives and determines the scope of training required. Schedules and conducts ground and flight training for qualification and proficiency requirements, encompassing all flight engineer duties. Explains and demonstrates the proper method of executing assigned duties during flight. Ensures students safely execute the demonstrated methods of flight duties. Maintains required course documentation/records. Evaluates student performance, annotates and maintains student training records. Counsels students, evaluates student potential, makes determinations on readiness for evaluation, and recommends/initiates military reclassification actions as appropriate. Evaluates the effectiveness of the training program. Schedules and conducts training for instructors and flight examiners on instructional methodology, student assessment, and training techniques. Maintains required course documentation and records. Leads or participates in process improvement teams to recommend improvements to instructional methods or processes. Participates in workshops and course reviews. Recommends course changes. Provides feedback on courseware and instructional effectiveness.

Performs pre- and post -flight inspections. Performs preflight inspection of the interior and exterior of the aircraft, to include engines, fuselage, and control surfaces for mechanical and structural soundness; inspects and regulates environmental, hydraulic, fuel, electrical, pressurization, radar, and other systems as required by the applicable flight manual. Functionally checks all aircraft systems, flight instruments, and onboard computers. Identifies and documents discrepancies to ensure the accomplishment of minor and/or major repairs; initiates requests for worker(s) to repair, service, or inspect the aircraft. Maintains records and forms covering flights, repairs, maintenance, inspections, and service. Reviews aircraft maintenance documentation and ensures aircraft maintenance status complies with the command operating restrictions and the applicable flight manuals. Coordinates with aircraft maintenance personnel to ensure timely completion of unscheduled and programmed maintenance. Operates and regulates, environmental, hydraulic, fuel, electrical, pressurization, radar, and other systems as required by the flight manual. Conducts post-flight inspection, identifying any maintenance requirements and submitting work requests. Completes flight documentation. (25%)

Performs flight engineering duties. Operates and regulates environmental, hydraulic, fuel, electrical, pressurization, radar, and other systems as required by the flight manual. During all phases of aircraft operation, monitors engine and aircraft systems performance, analyzes instrument readings, and identifies abnormal indications, or component/system malfunctions. Provides pilot with assessment of mission impact of aircraft component or system malfunctions and recommends or accomplishes corrective actions. Isolates malfunctioning component and determine the seriousness of the malfunction. Determines and takes appropriate action to correct, bypass or deactivate malfunctioning system or individual component. Operates, controls, monitors, troubleshoots, adjusts and/or repairs major aircraft systems including but not limited to the: fire suppression and the subsystems for fire prevention, detection and suppression; cable tension regulators, environmental

Position: 0968993

FHSW-32C000

AGR Position: 0965993

components and temperature controls. In the event of fire, notifies crew and directs emergency/corrective procedures such as changing aircraft altitude. If needed, activates the fire suppression system to flood area of aircraft with fire suppressant. Protects crew and passengers from injury or death by ensuring that the fire suppressant is not improperly activated. Monitors air traffic control transmissions, assists in navigation, and advises pilot of deviations. Interprets weather data, reviews or accomplishes weight and balance, and analyzes approach and departure procedures to compute takeoff and landing performance. Computes in flight data to include: power settings, airspeeds, altitudes, cruise performance, airdrop performance, and aerial refueling performance. Records fuel consumption, range, and in flight performance data.

Serves as a flight examiner as required and performs staff duties. Administers no notice and annual evaluations to evaluate aircrew members' performance during all phases of mission execution. Conducts performance critiques. Ensures aircrew members meet or exceed qualification standards for assigned crew position. Reviews aircraft incidents, operational hazards, and accident reports, bulletins, and directives pertinent to flying safety. Based on the specialized knowledge of the unit's mission and related programs ensures all requisites involved in mission planning are ascertained and all necessary coordination is accomplished. Ensures safe and successful accomplishment of required training, assigned mission support, and airlift support requirements. Manages Flight Crew Information File (FCIF). Ensures pertinent and time sensitive information is disseminated in a timely manner. Establishes controls to ensure Flight Engineers constantly monitor and review information delivered through FCIF program. Manages all paper and electronic media used to construct FCIF library and constantly evaluates effectiveness of chosen format. Coordinates with Wing, MAJCOM, and Civilian agencies to obtain most current and accurate information to include in FCIF publications.

Will perform other duties as assigned.