

LOUISIANA NATIONAL GUARD HUMAN RESOURCES OFFICE

Air Active Guard Reserve (AGR) Vacancy

ANNOUNCEMENT NO: LA 1613398-A

OPENING DATE: 29 January 2016

CLOSING DATE: 19 February 2016

UMDA POSITION TITLE: Ordnance Equipment Mechanic Supervisor

UMDA MAX AUTH GRADE: CMSgt/E9

DUTY AFSC: 2W000

AREA OF CONSIDERATION: Current enlisted AGR in the Louisiana Air National Guard

OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

QUALIFICATION REQUIREMENTS:

- Compatible AFSC 2W0XX
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- Minimum acceptable grade: **MSgt/E7** promotable to: **SMSgt/E8**
- Must have completed the Senior Noncommissioned Officer Academy(SNOA)
- This is a supervisory position and recommending official, desires applicant possess a seven-skill level in the required AFSC for all initial appointment.
- Not to be filled until vacated by incumbent: **1 June 2016**

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

1. Knowledge of F-15 ordnance and ordnance equipment systems and support equipment, as well as the associated information systems used in the performance of ordnance and ordnance equipment maintenance.
2. Knowledge of concepts, policies, and procedures used to formulate and execute plans for effective equipment, facility, and personnel management.

3. Knowledge of explosives, safety programs, policies, and requirements.
4. Skills in effective verbal and written communication, and the ability to do so within and outside of the organization at the subordinate, peer, and supervisor level.
5. Ability to effectively plan, schedule, and direct work assignments based on changing workload and priorities.

SUMMARY OF DUTIES:

-- 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.

-- 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.

-- 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.

-- Performs the nonsupervisory work of the function as needed.

-- Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

-- Prepares for and participates in various types of readiness evaluations, inspections, and mobilization and command support exercises. May be required to perform such additional duties as structural

firefighting, 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.

-- Performs other duties as assigned.

EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

APPLICATION PROCEDURES:

- NGB Form 34-1 (**clearly print your e-mail address on top of form and/or include in resume**)
- AGR LA Form 690-171-3
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Two full length photographs (**snapshots acceptable**)
 - (1) one in service dress
 - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- * Copy of latest Periodic Health Assessment (PHA) date within 1 year.
- * Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- * **Not needed by current AGR members of Louisiana National Guard**

LOCATION: 159TH FW, NAS-JRB, BELLE CHASSE, LA

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 nonsupervisory work. The occupation and nonsupervisory grade level which best reflects the nature of the overall work operations supervised is Ordnance Equipment Mechanic.

TECHNICIAN ANNOUNCEMENT: This position is also being advertised under Technician Vacancy Announcement LA 1613398-T which is open until 19 February 2016. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

How to Apply

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a **PDF file**, NLT close of business (1600 hrs) on closing date. **Confirmation of receipt of application is the responsibility of the applicant**. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.