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**All Applicants must scan / submit via email the following documents in the order that they are listed:**

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- Cover letter**, typically provides detailed information on why you are qualified for the job.
- NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.  
*(announcement number and position title must be annotated on the form)*
- Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- Official DA Photo** *(full length with full service dress)*
- Copy of State Driver's License** *(photocopy of both sides)*
- Current Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- Enlisted Performance Report, EPR** *(current within 12 months)*
- Letter of Recommendation**, required when EPR is not available from the military command.
- Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 80 or higher for entry into the AGR program).
- Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

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**Area of Consideration**

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- This position is **open to current enlisted AGR members in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- 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.

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**Qualifications Requirements**

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- **Compatible AFSC: 2A071M**
- **Minimum acceptable grade: E-5**
- **Maximum acceptable grade: E-7**
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- 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.
- No record of disciplinary action that resulted in an Article 15 or unfavorable Information File.



- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

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### **Evaluation Process**

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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.

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### **Duties and Responsibilities**

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- Leads a team (minimum of three mechanics) and works beside others performing Electronic Integrated Systems maintenance duties. Performs in-process inspections within the shop and on-site of repair, diagnostics, modification, overhaul and/or rebuild of integrated electronic systems and related support equipment. Performs personnel training evaluations and spot checks work. Determines whether quality standards are met by detailed inspection of electronic, electrical, mechanical and operational inspections methods. Investigates causes of critical or major defects and assures corrective actions are taken. Assures that all test and measuring equipment used in the integrated maintenance process is properly calibrated and meets required configuration. Inspects systems to determine if necessary modifications have been accomplished. Advises Aerospace Engineering personnel on the operation and maintenance effects of proposed Time Compliance Technical Orders (TCTO) modifications on new or existing equipment. Makes recommendations to depot engineering on TCTO changes. Performs final inspection of work upon completion. The Working Leader is "Red X" qualified. Interacts directly with aircrews for mission/sortie debrief and enhanced system troubleshooting. Responsible for final classification and acceptance of all equipment/material inspected. Inspections include visual, dimensional, electrical or electronic characteristics for conformance to appearance or tolerance requirements and a function/operation test. Assures that all required modification work orders have been applied and necessary records updated.
- Directs on-equipment or off-equipment maintenance on one or more complete electronic integrated systems associated with the assigned aircraft, and/or maintenance on automatic flight control systems, instrument systems, inertial and radar navigation systems. Provides task oversight for employees in the accomplishment of work by the Electronics Integrated Systems Mechanic, WG-2610-13 trades and labor craftsmen. Receives general instructions and guidance from senior supervisor, and ensures that the instructions are carried out precisely by the work team in order to accomplish goals and objectives. Ensures that needed tech data, schematics, plans, blueprints, material, and test equipment is available prior to work initiation. Identifies and balances the workload. Monitors and reports on the status and progress of work. Assures that the supervisor's instructions on work priorities, deadlines, and quality requirements are met. Coaches the team in the selection and application of appropriate problems solving methods and techniques. Trains and arranges for training of team members in methods and techniques of team building and working in teams to accomplish work. Monitors and reports on the status of work in progress and upon completion, as required, to assure the supervisor's instructions on priorities, methods and quality have been met. Maintains the inspection program for area of responsibility and administrative reference materials, including relevant documents, policies, procedures, and



written instructions from supervision is available to the team. Prepares reports and maintains records of work accomplishments. Represents the team in dealings with the supervisor for the purpose of obtaining resources and securing needed information or decisions from the supervisor on major work problems and issues. Approves emergency leave up to one day. Investigates causes of critical or major defects and assures corrective action is taken. May stop production to correct discrepancies or unsafe practices.

- Performs other duties as assigned.

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### Submission of Application

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**Application packets must be scanned to: [cassie.l.ellis.mil@mail.mil](mailto:cassie.l.ellis.mil@mail.mil) in one pdf file or via AMRDEC SAFE (<https://safe.amrdec.army.mil/safe/>) until 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.**

