



# DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117

## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** 034-21

**OPEN DATE:** 12 AUG 21

**CLOSING DATE:** 17 SEP 21

**POSITION:**

### QUALITY ASSURANCE

**UNIT / LOCATION:**

**159<sup>th</sup> Maintenance Group  
New Orleans, LA**

*The primary purpose of this position is to establish and execute a planned systematic approach of quality assurance for all areas of aircraft maintenance, designed to provide the maintenance managers confidence that aircraft, aircraft systems, munitions, equipment, products or supporting processes conform to technical, safety, work load and customer requirements.*

**AFSC:**

**2AXXX**

**MINIMUM RANK / GRADE:**

**MSgt / E-7**

**MAXIMUM RANK / GRADE:**

**SMSgt / E-8**

**\*\*\*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\*\*\***

**WHO MAY APPLY FOR THIS POSITION:**

THIS ANNOUNCEMENT IS OPEN TO CURRENT ENLISTED AGR MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

**SPECIAL NOTES:**

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA ANY ADDITIONAL DOCUMENTS NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTS LISTED ON THE ANNOUNCEMENT.



---

**All Applicants MUST submit the following documents as one PDF via email in the order listed below:**

---

- 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.
- Copy of State Driver's License** *(photocopy of both sides)*
- Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES \*Requests may take up to 7 days to process through MDG
- Current (within 30 days) 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 75 or higher for entry into the AGR program).
- Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

---

**Area of Consideration**

---

- 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.

---

**Qualifications Requirements**

---

- **Compatible AFSC: only 2AXXX, 2W171, and 2W071**
- **Minimum acceptable grade: E-7**
- **Maximum acceptable grade: E-8**
- Member must possess a **SECRET** security clearance.
- Member 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.

---

#### **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.

---

#### **Duties and Responsibilities**

---

- Serves as the Office of Primary Responsibility (OPR) for wing maintenance policy, advising supervisors and employees on both general policy and specific maintenance matters.
- Maintenance Standardization Evaluation Program (MSEP): Administers, evaluates, and coordinates a comprehensive quality assurance, maintenance standardization, and inspection program for all areas of the maintenance organization, all maintenance disciplines, job series and Air Force Specialty Codes (AFSCs).
- Utilizes data collection techniques and procedures for evaluation, inspection, and audit programs, evaluates the results and determines the appropriate and effective method and format for presentation to higher-level management.
- Collaborates with the Maintenance Group Commander, Maintenance Squadron Commanders, and Quality Assurance Supervisor to plan, develop, implement, inspect, and report numerous critical compliance issues and review the Configuration Management (CM) programs.
- Serves as the Aircraft Weight and Balance program manager utilizing complex computer based programs, data bases, electronic weighing apparatus, and integrated weight and balance computers for the Wing to maintain strict accounting of aircraft weight and balance for safe flight operations.
- Reviews wing depot-level assistance requests developed in accordance with tech orders.
- Prepares and reviews Product Quality Deficiency Reports (QDR) prior to releasing to the Air Logistics Center (ALC) or Aircraft Sustainment Group and performs exhibit-processing oversight by coordinating with ALC and Logistics Readiness Squadron to ensure proper exhibit control and handling.
- Performs other duties as assigned.



---

## Submission of Application

---

**APPLICATION MUST BE EMAILED TO:** [ng.la.laarng.mbx.agr-branch-air@mail.mil](mailto:ng.la.laarng.mbx.agr-branch-air@mail.mil)

**\*Use Subject Line:** Last Name, Announcement Number, Position Title (Ex. Jones, 001-19, Personnel Craftsman)

**\*All application documents must be consolidated into a single PDF file (portfolio files are not accepted).**

All applications must be received by the Human Resources Office no later than 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.

---

## Equal Opportunity

---

The Louisiana National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.

**Please check us out on Social Media:**

Facebook: <https://www.facebook.com/LANG-HumanResources-Office>

Instagram: <https://www.instagram.com/langhumanresourcesoffice>

