

# DEPARTMENTS OF THE ARMY AND AIR FORCE

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

**Announcement Number: LA 12322902-A**

<b>POSITION TITLE:</b> Aircraft Mechanic Supervisor	<b>AFSC</b> 2A373	<b>OPEN DATE:</b> 22 February 2024	<b>CLOSE DATE:</b> 13 March 2024
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 159 <sup>th</sup> Maintenance Squadron, New Orleans, Louisiana	<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-6 <b>Max:</b> E-7
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<b>SELECTING SUPERVISOR:</b> SMSgt Jody Fisher	<b>Position Number</b> 1133206
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#### AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must Hold 2A3X3**)

**TECHNICIAN ANNOUNCEMENT:** This position is also being announced as a technician position under Technician Vacancy announcement number LA-12322902 closing 13 March 2024. Personnel applying for this position as technician should do so under that vacancy announcement.

#### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

#### INITIAL ELIGIBILITY CRITERIA

\*In addition to criteria listed on attached pages\*

- Security Clearance - Must attain and maintain: Secret
- Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

#### PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Cover Letter
2. Resume
3. Last three (3) EPRs / OPRs
4. Letter(s) of Recommendation

## ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours for the LA ANG may not exceed 5 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in ANGI 36-101.

## SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
- Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board.
- Selection is not a promise of promotion.

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. **NGB Form 34-1** (*announcement number and position title must be annotated on the form*)
2. **CURRENT full Records Review RIP** from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. **CURRENT PASSING Report of Individual Fitness** from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. **Items requested in the "PREFERRED QUALIFICATIONS" section above.**

### **Application Documents Order:**

- 1. **(Mandatory)** NGB Form 34-1
- 2. **(Mandatory)** Records Review RIP
- 3. **(Mandatory)** **Passing** Report of Individual Fitness
- 4. **(Optional)** Cover Letter
- 5. **(Optional)** Resume
- 6. **(Optional)** Last three (3) EPRs / OPRs
- 7. **(Optional)** Letter(s) of Recommendation

### **EMAILING REQUIREMENTS:**

Ensure all requirements are consolidated into **ONE single PDF** (adobe portfolio is not accepted) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Last Name, Announcement Number

Example: Doe, LA 12322902-A

**Email Subject should be: Last Name, Announcement Number, Position Title**

Example: Doe, LA 12322902-A , Aircraft Mechanic Supervisor

Email Application Package to: [nq.la.laarnq.mbx.agr-branch-air@army.mil](mailto:nq.la.laarnq.mbx.agr-branch-air@army.mil)

*\*\* There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO. \*\**

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 278-8753/8754 or Commercial 504-278-8753/8754, or [cassie.l.ellis.mil@army.mil](mailto:cassie.l.ellis.mil@army.mil) / [khisha.m.donald.civ@army.mil](mailto:khisha.m.donald.civ@army.mil). Assistance will be rendered in the order the request was received.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer HRO approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by ANG AGR Manager.

### **THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC MOS some positions may have gender restrictions.

AFSC 2A373, Craftsman  
 AFSC 2A353\*, Journeyman  
 AFSC 2A333\*, Apprentice  
 AFSC 2A313\*, Helper

**TACTICAL AIRCRAFT MAINTENANCE**  
**(Changed 31 Oct 21)**

**1. Specialty Summary.** Maintains tactical aircraft, support equipment, and forms and records. Performs and supervises flight chief, expeditor, crew chief, repair and reclamation, quality assurance, and maintenance support functions. Related DoD Occupational Subgroup: 160000.

**2. Duties and Responsibilities:**

2.1. Services aircraft. Performs end-of-runway, ground handling postflight, preflight, thru-flight, special inspections, and phase inspections. Performs sortie generation operations and hot pit refuels. Advises on problems maintaining, servicing, and inspecting aircraft and related aerospace equipment. Uses conventional or automated technical data to diagnose and solve maintenance problems on aircraft systems. Interprets and advises on maintenance procedures and policies to repair aircraft and related equipment.

2.2. Troubleshoots and maintains aircraft engines, hydraulic, and other related systems, structures, components, and related equipment. Removes and installs aircraft and engine components. Conducts functional tests of repaired engines, components, and systems. Adjusts, aligns, and rigs aircraft systems. Supervises and performs aircraft jacking, lifting, and towing operations.

2.3. Inspects aircraft structures, engines, systems, components, and related systems. Supervises and performs aircraft, engine, and component inspections. Interprets inspection findings and determines adequacy of corrective actions. Inspects and checks components for clearances, tolerances, proper installation, and operation. Inspects and operates powered and nonpowered aerospace ground equipment. Inspects and identifies aircraft corrosion for prevention and repair. Reviews maintenance forms, aircraft records, automated maintenance data systems, and historical reports to ensure complete documentation. Inventories and maintains aircraft equipment.

2.4. Performs flight chief, production superintendent, expeditor, crew chief, repair and reclamation, and maintenance support functions. Coordinates maintenance plans and schedules to meet operational commitments. Supervises and assists in launching and recovering aircraft. Reviews maintenance data collection summaries to determine trends and production effectiveness. Performs crash recovery duties. Performs staff and supervisory management functions.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: principles applying to aircraft systems; flight theory; hydraulic principles; electrical theory; principles, concepts, and application of maintenance directives and data reporting; using technical data; technical order use; Air Force supply and deficiency reporting procedures; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school courses in physics, pneumatics, and electronics is desirable.

3.3. Training.

3.3.1. For award of AFSC 2A333X, completion of a suffix specific basic aircraft maintenance course is mandatory.

3.3.2. For award of AFSC 2A373, complete craftsman aircraft maintenance course, if applicable.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 2A353X. Qualification in and possession of AFSC 2A333X. Also, experience in functions such as repairing and maintaining aircraft or related installed equipment.

3.4.2. 2A373. Qualification in and possession of AFSC 2A353X. Also, experience performing or supervising functions such as installing, inspecting, repairing, or overhauling aircraft structures, systems, and components.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

3.5.1.2. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs:

3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.2. For award and retention of AFSCs 2A3X3/X, completion of a current Tier 3 (T3) Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*, is mandatory.

**NOTE:** Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405.

**4. \*Specialty Shredouts:**

<i>Suffix</i>	<i>Portion of AFS to Which Related</i>
E	A-10/U-2
L	F-15
M	F-16

**NOTE:** Suffixes are applicable to the 1-, 3-, and 5- skill levels only.