

**ON BOARD AGRS ONLY**

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
219 WEST HOFFMAN STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (667) 296-3498

**POSITION VACANCY ANNOUNCEMENT 25-039a**

**Open Date: 20 February 2025      Close Date: 07 March 2025**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)**

**POSITION TITLE: AIRCRAFT MECHANIC SUPERVISOR**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: CMSgt/E9**

**UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: CMSgt/E9**

**ORGANIZATION/LOCATION: 175th Aircraft Maintenance Squadron, MDANG, 2701 Eastern Boulevard, Middle River, Maryland 21220-2801**

**SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee**

**WHO MAY APPLY: OPEN TO CURRENT MEMBERS OF THE MARYLAND AIR NATIONAL GUARD ONLY**

**QUALIFICATION/ELIGIBILITY REQUIREMENTS**

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

**BRIEF OF DUTIES AND RESPONSIBILITIES**

(1) 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.

(2) Work Direction: Explains work requirements to subordinate levels of supervision, sets deadlines and sequence of operations. Coordinates and directs the work of units supervised. Balances workload for subordinate work groups. Analyzes production, cost and personnel utilization records and makes adjustment in operations to correct problems. Develops quality and quantity standards. Spot checks work operations to assure production and quality standards are met. Encourages employees to achieve goals.

(3) Administration: Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by them. Makes formal appraisal of supervisors' work performance and reviews employee appraisals submitted by them. Determines long-range training needs for all levels of subordinates, submits funding and budget requests with justification for approval, and arranges for the accomplishment of the training. Promotes and administers such programs as cost reduction, incentive awards, suggestions, and quality assurance. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Assures that subordinate supervisors carry out such programs as labor-management and equal opportunity. Schedules and approves leave. Ensures that position descriptions are accurate and that position management principles are followed. Develops and establishes the internal procedures to be followed by subordinate supervisors to assure effective control and direction of the work activities, organizations and personnel supervised. Assures that appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken.

(4) Performs the nonsupervisory work of the function as needed.

(5) Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

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

(7) Performs other duties as assigned.

#### AFSC

**AFSC: 2A390** Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program and the Air Force Enlisted Classification Directory (AFECD) 31 Oct 2024. **Knowledge:** Knowledge is mandatory of: electrical and mechanical principles applying to aircraft and SE; concepts and application of maintenance directives; maintenance data reporting; interpreting and use of maintenance data reports and technical orders; Air Force supply procedures; resource management; and proper handling, use, and disposal of hazardous waste and materials. **Education:** Not used. **Training:** Not used. **Experience:** For award of AFSC **2A390**, qualification in and possession of AFSC 2A373, 2A374, 2A375, 2A3X7, or 2A3X8 is mandatory. Also, experience is mandatory managing or directing functions such as inspecting and maintaining aircraft and SE. **Other:** For award and retention of these AFSCs: 3.5.1.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*. Specialty requires routine access to Tier 3 (T3) information, systems or similar classified environment. For award and retention of AFSCs 2A300/2A390, completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*, is mandatory.

#### SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. MUST CURRENTLY HOLD AFSC 2A390
6. Must currently have or be able to obtain SECRET clearance.
7. Must be current On Board AGR

#### APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**  
**APPLICATIONS WILL NOT BE RETURNED!**

#### **SUBMIT APPLICATION IN ORDER LISTED BELOW**

- NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- AGR Profile Verification Statement (**fourth page of this announcement**).
- Most Recent Air Force Fitness Management System (AFFMSII)
- Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- All DD214s or NGB 22
- Completed Questionnaire (**below**)

#### **For Positions Advertised to “Current On-Board AGR Applicants Only”:**

- Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

#### **Questionnaire:**

##### **Y/N**

- Are you currently a Maryland Air National Guard Member? \_\_\_\_\_
- Are you currently AGR? If so, what State? \_\_\_\_\_
- Are you currently a Technician? If so, what State? \_\_\_\_\_
- Are you currently deployed? If so, what location? \_\_\_\_\_
- Are you currently on ADOS? If so, with who? & what is the ending date? \_\_\_\_\_
- Are you currently in a “fenced” position? \_\_\_\_\_

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): \_\_\_\_\_, \_\_\_\_\_

**FORDWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO: [175.WG.HRO.AGR.PROGRAM.Org@us.af.mil](mailto:175.WG.HRO.AGR.PROGRAM.Org@us.af.mil)  
SUBMIT ONE PDF DOCUMENT ENTITLED: 25-039a (LAST NAME) – AIRCRAFT MECHANIC SUPERVISOR**

**ALL APPLICATIONS MUST BE SUBMITTED DIGITALLY AS ONE PDF NO EXCEPTIONS!  
Applications must be received in the HRO office, not later than 1700 close of business on the closing date. Applications received after the closing date WILL NOT BE CONSIDERED.**

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES      NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_ U:\_\_\_ L:\_\_\_ H:\_\_\_ E:\_\_\_ S:\_\_\_ X Factor \_\_\_ Dated \_\_\_\_\_

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1  
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION**