

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

**POSITION VACANCY ANNOUNCEMENT 09-162a Open Date: 02 July 2009 Close Date: 31 July 2009**

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

**(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT # (09-144A))**

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

**POSITION TITLE: PRODUCTION CONTROLLER (Construction)**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: CMSgt/E9  
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7**

**ORGANIZATION/LOCATION: 175<sup>th</sup> WING MDANG, WANGB, 2701 Eastern Blvd., Middle River, Maryland 21220**

**SEQUENCE: # 12017**

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

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

**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 may not be locally realigned.

**BRIEF OF DUTIES AND RESPONSIBILITIES**

Receives and reviews all work requests (oral and written) for validity, accuracy, and feasibility. Ensures proper coordination with outside organizations such as safety, fire, security, communications, occupational health, and environmental. Serves as the manager of the material acquisition element. Is the Civil Engineering Squadron's office of primary responsibility (OPR) for implementing procedures required in the management and operation of CE unique work control systems. Estimates requirements for materiel, man-hours, and equipment time. Determines funding type, prepares job/work orders, and approves requests within his/her delegated authority. Introduces materiel requirements into the appropriate system and schedules work when materiel is received. Develops and monitors Wing/units work order priority program. Coordinates with engineering/design to obtain blue prints, specifications, and related data concerning projects. Develops plans and specifications to promulgate customer's concepts into workable data. Schedules multi-shop (electrical, structural, mechanical, equipment operations, utilities) phasing for complex work. Follows up to determine if progress is as planned, arranging adjustments in materials, processes, and priority sequences to accommodate unexpected changes, etc. Monitors and controls the flow of work to ensure the most economical and efficient use of personnel, funds, and material. Establishes in-house maintenance and repair priorities (mission essential, safety, security, etc.), collating requirements with available resources. Ensures work schedules for in-service civilian and military personnel are coordinated to maximize productivity. Coordinates with Material/Deployment Manager on assignment and utilization of all vehicles and equipment assigned to CE for the purpose of supporting scheduled work. Coordinates with other wing and off base organizations (equipment rental companies) for use of equipment not in CE inventory. In conjunction with Facility Manager, coordinates and directs periodic inspections of Real Property and Real Property Installed Equipment (RPIE). Coordinates maintenance schedules with construction contractors and the base maintenance force. Performs other duties as assigned.

## AFSC

**AFSC: 2S0XX or 3EXXX.** Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the AFSC Specialty Qualifications defined in AFI 36-2101, Enlisted Classification. Enlisted members may be selected without an awarded 3-level in a compatible duty AFSC but **must agree in writing to attend the first available 3-level formal technical training course and continue to make satisfactory progress in retraining.** Refer to ANGI 36-101, Chapter 3, Para 3.7. for more specific information regarding this requirement. Applicants must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFMAN 36-2108, Attachment 39.

### 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 6 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. Relocation expenses will not be paid

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

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory
4. AGR Profile Verification Statement (**third page of this announcement**)
5. ANG Physical Assessment Results

**Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!**

Forward application and attachments to: HUMAN RESOURCES OFFICE

**ATTN: MDNG-HRO-AGR**

**AGR BRANCH**

**Fifth Regiment Armory**

**Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

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

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

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