



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



Open, 122 Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16-054-A-AIR		27 September 2016	11 October 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 Maintenance Group	Fort Wayne, IN	N/A	SSgt/TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
TODO Coordinator/Inspector	TBD	E5/SSgt	E6/TSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) Any MX			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u> <input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments. <input checked="" type="checkbox"/> Open to Females.			
DUTIES AND RESPONSIBILITIES			
<p>Serves as the Office of Primary Responsibility (OPR) for wing maintenance policy, advising supervisors and employees on both general policy and specific maintenance matters. Makes decisions and recommendations on technical concerns presented by supervisors. Utilizes a comprehensive knowledge and ability to interpret Air Force Instructions, Technical Orders, engineering drawings, product specifications, Air Force Occupational and Health (AFOSH) and environmental standards, public law, and locally developed policy. Evaluates and assesses complex systems, subsystems, integrated systems/subsystems, or components for conformance to applicable technical data, engineering drawings, standards and specifications. Evaluates, conducts reviews, activity inspections and management compliance of all maintenance activities to include the logistics maintenance support functional areas such as production, programs and mobility, maintenance training, plans, scheduling and documentation and data base management as directed by the Maintenance Group Commander. Identifies production problems, excessive overtime, discipline, housekeeping and technical discrepancies and attempts to identify the underlying cause for the deficiencies. Establishes and develops performance checklists and metrics in coordination with the Quality Assurance Supervisor. Develops local operating instructions to supplement regulations and manuals of higher echelons in the area of aircraft and aircraft systems quality assurance. Reviews all Operating Instructions (OIs) to ensure locally published instructions are technically accurate, complete and consistent with Air Force (AF) and Major Command (MAJCOM) policy. Coordinates with affected commanders</p>			

on base and ensures the instruction is published as a wing operating instruction. Serves as a key team member in collating and reporting compliance metrics to Major Command(s).

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). Evaluates the quality of maintenance accomplished in the maintenance organization and performs the necessary quality functions to execute the MSEP, designed to provide management an objective sampling of both the quality of equipment and the proficiency of maintenance personnel. Ensures the maintenance organization meets its responsibility for air-worthy aircraft and component quality for a broad and complex production workload, e.g., highly advanced aircraft, aircraft systems, avionics systems, electronic equipment, aircraft structures, composites, life safety systems, armament, munitions, and other areas of similar complexity. Participates in a review of the organization's quality plans, procedures and practices to assure adequacy and compliance to local and higher-level directives.

Executes the evaluation program and accumulates data using Inspection and Evaluation techniques such as Task Evaluations, Quality Verification Inspections, Special Inspections, Personnel Evaluations and Management Inspections. Evaluates the quality of in-process and after-the-fact maintenance and ensures prescribed technical and management procedures are followed. Serves as the subject matter expert for critical assessment programs such as; Unit Self Inspections, Maintenance Standardization, Operational Readiness and Unit Compliance Inspections. Responsible for the development and maintenance of organizational level checklists. Ensures metrics are established and monitored to assess key result areas for successful mission accomplishment including, but not limited to, items where non-compliance would affect system reliability or result in serious injury, loss of life, excessive cost, or litigation. Evaluates the proficiency of assigned personnel in the execution of assigned maintenance tasking through Personnel Evaluations (PEs). Determines the proficiency and qualifications of certified personnel. Assess the relationship between personnel evaluation and technical inspection results to identify strengths or opportunities for improvement in the evaluation program.

Monitors and assesses the organization's quality program and elements of the program to gauge compliance with directives and established processes. Identifies deficiencies, implements corrective measures, and improves processes to enhance mission effectiveness and efficiency. Ensures safety, security, and Consolidated Tool Kit (CTK) programs are followed in accordance with applicable regulations and public law through the routine inspection of work centers.

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. Performs statistical analysis (e.g. normal distribution, averages, means, standard deviations, trending, root cause analysis, etc.) using standard statistical quality control methods. Utilizes inspection and evaluation techniques, statistical methods, mathematics, production management, industrial management, and database management skills to perform root cause, deficiency and trend analysis. Utilizes these analyses to validate and update Acceptable Quality Levels (AQLs), frequency changes to Routine Inspection Lists (RILs), and recommendations for corrective maintenance practice action. Manages an array of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking. Analyzes defect/failure quality data to detect unsatisfactory trends or weaknesses in the quality inspection system and recommends corrective and preventative action. Investigates major problem areas, identifies causes of problems, coordinates corrective action and when required, follows up on action taken to determine effectiveness. Assesses unit Reliability and Maintainability (R&M) concerns to determine if reported R&M deficiencies are caused by unit factors and local conditions versus those beyond the unit's control. Conducts R&M working group meetings with supervisors and specialists when it is determined beneficial to solicit ideas to enhance product improvement

and submit recommended changes to technical working groups, Product Improvement Working Groups, or maintenance conference working groups.

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. Manages the Wing Foreign Object Damage and Dropped Object Prevention Program (DOPP) to ensure a sound prevention program is in place to eliminate potential life safety hazards. Administers and manages the Maintenance Complex responsibilities of the Functional Check Flight (FCF), Operational Check Flight (OCF), and High Speed Taxi-check Programs. Determines the requirements for and scope of an aircraft FCF or OCF. Performs a critical review of the FCF results with the FCF pilot to determine the airworthiness of the aircraft and subsequently releasing aircraft for normal flights. Collaborates with the Vice Commander and Operations Group Commander regarding the Functional Check Flight, Foreign Object Damage, and Dropped Object Prevention 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. Recommends decertification of configuration loads that exceed the safe for flight envelope or ground gross weight restrictions. Manages the unit aircraft and equipment impoundment program by thorough investigation of aircraft or equipment anomalies that generated the impoundment. Manages the unit chaffing program. Monitors and tracks instances of wire, harness, and metal line/tube chafing by inspecting a randomly selected sample of assigned aircraft. Develops local chafing inspection work cards for periodic, pre-flight, thru-flight, and basic post-flight inspections and evaluate wire and harness chafing problems identified through One Time Inspections (OTI) and maintenance cross-tell reports. Manages the aircraft hot refuel/aircraft-to-aircraft program. Maintains all hot refuel/aircraft-to-aircraft site certification documentation and a master listing of all hot pit/aircraft-to-aircraft sites. Develops Hot Pit and Hot Aircraft-to-aircraft unit checklists. Conducts Over-G and Over-speed analysis to determine what follow-on inspections are required before the aircraft can be returned to service. Conducts a thorough investigation to ensure the aircraft is airworthy. Serves as a quality representative to Pre-Production and Production Planning Teams to ensure all aspects of the production effort are in compliance with local and higher headquarters regulations and directives. Serves as a technical consultant to production area managers on issues related to quality, military specification and international quality standards such as the International Organization for Standardization (ISO9000) and the American National Standards Institute (ANSI) etc.

Reviews wing depot-level assistance requests developed in accordance with tech orders. Reviews for adequacy and submits engineering disposition requests to the System Program Office (SPO). Serves as the unit point of contact regarding all engineering disposition requests. Ensures all authorized technical data variances are submitted to Plans & Scheduling for inclusion in the aircraft/equipment historical records. Coordinates and works with the engineering functions at the ALC and Air Force Material command (AFMC) to insure quality assurance plans interface. Coordinates requested actions to comply with engineering changes requests as necessary. Develops procedures for acceptance inspections to determine equipment condition and adequacy of depot or contract maintenance. Reviews depot/contractor maintenance contract requirements. Reports discrepancies found during acceptance inspections. Controls the access, use, and disposition of engineering drawings utilized by maintenance personnel to execute maintenance repair procedures. Coordinates with the appropriate ALC Item Manager for approval/disapproval, the use of engineering drawings in the repair of "Safety of Flight" equipment.

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.

Serves as the authority for determining applicability of Time Compliance Technical Orders (TCTO) and One Time Inspections (OTI). Reviews and determines the applicability, completeness, accuracy and of TCTOs and OTIs to unit maintained equipment, notifies the Maintenance Operations Center (MOC), and monitors expended man-hours and the quality of unit compliance actions. Determines surveillance and evaluation coverage based on the complexity of the TCTO/OTI as well as to the criticality of the system or the component to be modified. Monitors the quality of the first job and performs kit proofing as required. Develops, evaluates, and implements OTI's to verify the existence of suspected equipment conditions or malfunctions. Ensures proper implementation of the OTI. Coordinates, processes and manages through administrative actions the OTI program with ALC and MAJCOM, working with engineers and appropriate representatives.

Manages the Technical Order Improvement Program and Suggestion Program for the wing. Ensures a critical evaluation is performed, and forms are properly completed. Coordinates requests for approval and use of locally designed tools or equipment that carry loads, change torque, or present potential damage to government resources. Maintain records of all approved locally designed tools and equipment, including pictures or drawings, a description of the use for each item, and the owning work center.

Executes a Quality Assurance Surveillance Plan (QASP) to monitor Contractor Logistic Support (CLS) aircraft or Contract Field Team (CFT). Serves as the government's on-site Quality Assurance Representative (QAR) and is the liaison between contractor and government personnel. Coordinates, processes, and reviews documents required to successfully implement the contract and completes administrative actions. Evaluates the contractors' ability to fulfill the requirements of the contract statement of work, documents contract deviations and provides those to the site manager for necessary corrective actions and coordination. Ensures compliance with acceptance inspection reporting requirements on aircraft returning from depot or contract maintenance.

Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance capabilities and compliance. Participates in conferences, seminars, or study groups as the aircraft maintenance representative for the Wing or NGB. Maintains contact with the Aircraft Sustainment Group to achieve reliability, maintainability, and supportability of changing equipment or subsystems.

Manages and conducts quality verification inspections and surveillance inspections of conventional weapons systems and components. Conducts management compliance inspections of the munitions activity to include records, storage, disposal, material deficiency reporting, TCTO compliance, safety requirements etc. Reviews the practices, policies and procedures relating to storage, supply, and transportation of munitions and conventional weapons.

Performs other duties as assigned

GENERAL EXPERIENCE

Comprehensive knowledge of assigned aircraft and complex aircraft systems to include but not limited to electronic equipment and systems, manual and automatic flight controls, airframe, landing gear, pneudraulics, jet engine propulsion and associated systems, Aerospace Ground Equipment, Support equipment, and related test equipment. Comprehensive and thorough knowledge of the entire maintenance quality assurance program to include the full range of principles, concepts and methodology and the establishment of procedures for monitoring the quality of products in a maintenance environment. Thorough knowledge of the Maintenance Standardization Evaluation Program (MSEP). Ability to conduct technical reviews, analyze findings and develop recommendations for corrections or improvements in the quality assurance program. Ability to prepare technical reports on quality levels, to identify specific problem areas and to recommend corrective action. Ability to communicate effectively through written and oral presentations. Skill and ability to work effectively in stressful situations and maintain effective interpersonal relationships at all levels within the organization. Ability to plan

and successfully complete individual projects and/or larger projects. --Skill in using various computer and software applications to include but not limited to: word processing programs, spreadsheets, email services, databases and database management.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Minimum Grade is SSgt with a 7-Level AFSC.
 - Any MX AFSC (2AXXX or 2WXXX) may apply.
 - Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
 - Applicants must meet requirements of AFI 36-2905 Air Force Fitness Program.
 - Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
 - Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date.
 - Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
 - Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
 - Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
 - Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Maxwell, James

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit PASSING fitness assessment CURRENT through the closing date.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. **APPLICATION MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS (Eastern Standard Time) ON THE CLOSING DATE OF THIS ANNOUNCEMENT. Incomplete application packets will NOT be considered for further review. Please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application Smith, 1 of 2). Email: ng.in.inarng.mbx.mdhrweb@mail.mil (Note: The email does not except encrypted email. Please ensure to send application packets from an appropriate military email address). Original signature will be required for EMAILED copies at the time of the interview. HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.

Selecting Official: CMSgt Jeffrey Nix, 260-478-3175