

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 23-01
Position Title:	Supervisory Quality Assurance Specialist
Date of Announcement:	12 January 2023
Closing Date:	25 January 2023
Duty Location & Unit:	158 th Maintenance Group, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	CMSgt/E9 2A300
Period of Tour:	Initial Tour 3 Years
Selecting Official:	Lt Col Adam Nichols; 802-660-5351; adam.nichols@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	On Board Non-Fenced Permanent AGRs Within the Vermont Air National Guard Only. This Is Also Advertised as Technician Announcement VT-0723226-AF-23-04 .
PCS Authorized:	YES

Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- Applicant must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program to include fully COVID 19 vaccinated.

Other Pertinent Data:

- Applicants will be assigned to the following UMD position number 0113082234, Rank/Military Grade: CMSgt/E9; AFSC 2A300.
- Applicants are required to hold a 7 level in the following AFSC's 2AXXX, 2WXXX or 2RXXX in order to be eligible to apply.
- 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.
- The following is required to retrain into one of the following AFSC's to possess the 2A390 AFSC requirement:

AFSC 2A3X3= min aptitude score of 47 in MECH min physical profile of P3 U3 L3 H1 E3 and S2 is required and must be worldwide eligible IAW AFI 36-101 and able to lift 70 lbs.

AFSC 2A3X4= min aptitude score of 70 in ELEC min physical profile of P3 U3 L3 H1 E3 and S3 is required and must be worldwide eligible IAW AFI 36-101 and able to lift 80 lbs.

AFSC 2A3X5= min aptitude score of 70 in ELEC min physical profile of P3 U3 L3 H1 E3 and S2 is required and must be worldwide eligible IAW AFI 36-101 and able to lift 70 lbs.

AFSC 2A3X7= min aptitude score of 47 in MECH min physical profile of P3 U3 L3 H1 E3 and S2 is required and must be worldwide eligible IAW AFI 36-101 and able to lift 70 lbs.

AFSC 2A3X8= min aptitude score of 47 in MECH min physical profile of P3 U3 L3 H1 E3 and S2 is required and must be worldwide eligible IAW AFI 36-101 and able to lift 70 lbs.

- If applicant does not currently possess the 2A300 they will be required to attain the 2A300 AFSC within 12 months of appointment. The following statement will be included in the remarks section of the AF Form 2096 *Classification/On-The-Job Training Action*: —"I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 or approved waiver must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.
- Applicants must be a promotable SMSgt/E8 or above to be eligible to apply.
- **Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

Duties and Responsibilities:

- This position is located at the 158th Vermont Air National Guard Aviation Wing, Maintenance Group. The purpose of this position is to supervise, establish and direct a planned, systematic approach of a quality assurance program designed to provide the maintenance managers confidence that aircraft, aircraft systems, products or supporting processes conform to technical, safety, work load and customer requirements. The position serves as the Supervisor of the Quality Assurance Division. In that capacity, the supervisor plans, implements, and executes a quality assurance program that includes independent surveillance and evaluations of all assigned aircraft, aircraft components, and maintenance personnel. Plans, directs, organizes, and exercises control over Quality Assurance Specialists (non-supervisory employees) assigned utilizing a comprehensive knowledge of aircraft to include electronic equipment and systems, manual and automatic flight controls, airframe, landing gear, pneudraulics, and jet engine propulsion, armament, munitions, and associated systems. Applies a comprehensive knowledge of employee relations, management techniques, peer mediation, root cause analysis, trending, and statistical methods. Base level of work supervised is at the GS-11 level.
- Plans, organizes, and oversees the activities of the Quality Assurance Division. Develops goals and objectives that integrate organization and Quality objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, and implement quality improvements in response to concerns with regulatory compliance. Plans work for accomplishment by subordinates, sets and adjust short-term priorities if necessary. Evaluates requirements for additional resources. Balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and advises the Maintenance Group Commander on required actions to implement such changes. Provides training and experience to the workforce with regard to sound maintenance practices of the aircraft and associated equipment, and knowledge and capability in the military mission, and aircraft. The aircraft are part of the military mission, daily flying training, and support of the assigned Air Force Total Force operations. Manages the maintenance and inspection effort involved in keeping aircraft in an airworthy - combat readiness state, to include capability to carry out daily flying missions and ensure all maintenance operations are executed safely and in accordance with published guidance.
- Plans work to be accomplished by subordinates. Makes decisions on work problems presented by subordinate personnel. Establishes and develops performance standards. Evaluates subordinate personnel. Establish employee work schedules, deadlines, and production/inspection priorities based on aircraft maintenance status, aircraft mission requirements and other demand needs. Determine how many jobs can be accomplished concurrently with the available manpower and resources. Develops methods and procedures, reviews the work of subordinates in progress and upon completion to

ensure that they have met the defined quality and quantity standards. Resolve technical problems of subordinate personnel. Selects candidates for the Quality Assurance Specialist and Technical Order Distribution Office (TODO) positions, taking into consideration skills and qualifications, mission requirements, Equal Employment Opportunity (EEO) and diversity objectives. Provides for employee development and training to ensure all assigned personnel are fully capable of executing a flawless inspection plan and perform their wartime tasking. Explains performance expectations to subordinates and provides regular feedback on strengths and weaknesses. Recommends within-grade increases, approves overtime and employee travel. Recommend awards for personnel and changes in position classification to higher level managers. Hears and resolves grievances and employee complaints. Reviews disciplinary cases and problems involving subordinate employees and determines required action. Approves leave for subordinates and ensures adequate coverage in peak workloads and traditional holiday vacation time. Demonstrate sensitivity to ideas of subordinates. Ensures actions taken directly; as well as those by subordinates promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Supports equal employment opportunity and labor management relations programs. Encourage self-development. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Discharge safety and security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates.

- Manages, reviews and develops 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 comprehensive knowledge and ability to interpret Air Force Instructions, Technical Orders, engineering drawings, product specifications, Air Force Occupational Safety and Health (AFOSH) 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. Establishes and develops performance checklists and metrics. Reviews and approves 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 and Major Command policy. Ensures coordination with affected commanders and ensures the instruction is published as a wing operating instruction.
- Maintenance Standardization Evaluation Program (MSEP): Manages the Maintenance Standardization Evaluation Program (MSEP), which provides the Maintenance Group Commander and maintenance managers the visibility to assess and improve the proficiency of the work force, facilitate continuous process improvement, and provide the customer with high quality aircraft and components on time. Directs the administration, evaluation, and coordination of 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). This is to ensure the 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. Periodically reviews the organization's quality plans, procedures and practices to assure adequacy and compliance to local and higher-level directives.

(a) Manages critical assessment programs such as; Unit Self Inspections, Maintenance Standardization, Operational Readiness, Unit Compliance Inspections, and Staff Assistance Visits (SAVs). 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.

(b) Manages the organization's quality program and elements of the program to gauge compliance with directives, assess established processes, identify deficiencies, implement corrective measures, and improve processes to enhance mission effectiveness and efficiency. Oversees the Consolidated Tool Kit (CTK) program. Manages the safety and security quality maintenance programs in accordance with applicable regulations and public law.

- Ensures personnel use proper data collection techniques and procedures for evaluation, inspection and audit programs and a number of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking. Reviews as necessary defect/failure quality data to detect unsatisfactory trends or weaknesses in the quality inspection system and reviews recommended corrective and preventative action. Investigates and reviews reports if necessary, on major problem areas found which identified causes of problems. Reviews corrective action when required and follows up on action taken to determine effectiveness.

- Directs and controls the management of the Technical Order Improvement Program and Suggestion Program for the wing. 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 a technical review of disapproved Air Force Technical Order forms to determine whether to submit to technical working groups (e.g., PIWG, MDS maintainer's conferences). Chairs 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.
- Manages critical compliance and configuration management programs. Oversees 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. Oversees the Maintenance Complex responsibilities of the Functional Check Flight (FCF), Operational Check Flight (OCF), and High Speed Taxi-check, Foreign Object Damage, and Dropped Object Prevention Programs.
- Manages the Aircraft Weight and Balance, aircraft and equipment impoundment, chaffing, aircraft hot refuel/aircraft-to-aircraft, Product Quality Deficiency Report (QDR), and Over-G/Over-speed analysis programs.
- Oversees and approves wing depot-level assistance requests. Reviews as necessary engineering disposition requests to the System Program Office (SPO). Serves as the unit functional expert regarding all engineering disposition requests.
- Manages the Time Compliance Technical Orders (TCTO) and One Time Inspections (OTI) process. Reviews the applicability of TCTOs, and OTIs to unit maintained equipment, 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.
- Manages the Quality Assurance Surveillance Plan (QASP) to monitor Contractor Logistic Support (CLS) aircraft or Contract Field Team (CFT) as the government's on-site Quality Assurance Representative (QAR).
- Represents and speaks for the Maintenance Group Commander with representatives of the National Guard Bureau, System Program Office (SPO) and internally within the Maintenance Complex on issues relating to maintenance processes, procedures, and policies. Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance quality and compliance and to ensure timely exchange of pertinent technical, managerial, and compliance-related information. The organizational situation of the incumbent requires most dialogue and correspondence at Base, ALC and Major Command level. Position requires contact with other Quality Assurance Divisions, Program Directors, Air Force Materiel Command (AFMC) Centers, other flying units and their Major Commands. Partners with the Maintenance Group Commander, as well as squadron commanders in planning and implementing a sound compliance-oriented quality assurance program in the maintenance organization. Participates in conferences, seminars, or study groups as the aircraft maintenance representative (subject matter expert) for the Wing or Group. Maintains contact with the Aircraft Sustainment Group to achieve reliability, maintainability, and supportability of changing equipment or subsystems.
- Serves as the primary technical consultant to production area managers on issues related to quality, military specification, and international quality standards such as the International Organization for Standardization.
- Collaborates with the Maintenance Group Commander and other squadron commanders to plan, develop and implement numerous long term plans to include; Aircraft Modification Plan, Depot Input Plan, force management, weapon system conversions, base supplements, Aerospace Expeditionary Forces (AEF) participation, and others.
- Manages the entire maintenance quality assurance program and the establishment of procedures for monitoring the quality of products in a maintenance environment using a broad knowledge of end items, systems, including quality characteristics and a comprehensive knowledge of manufacturing methods, special processes, interrelationship of various parts, systems, subsystems and end item components. Resolves the difficult and complex work assignments utilizing a broad knowledge of Higher Headquarters regulations and instructions, PDM work specifications, local directives including Quality Plans, Technical Orders, Military Specifications, and International Commercial Practices such as ISO 9000, to include a broad knowledge of electronic equipment and systems, manual and automatic flight controls, airframe, landing gear, pneudraulics, armament, munitions, and jet engine propulsion and associated systems. Develops an evaluation plan and prevention effort to minimize risk and prevent damage to equipment, structures, weapons systems, or injury to personnel through a comprehensive knowledge of the body of laws, regulations, policies and procedures relating to aircraft maintenance, ground, explosive and flight safety, occupational health and environmental compliance.
- Manages and plans a quality assurance program using a variety of accepted quality assurance procedures such as statistical computations and data collections. Reviews the computerized methods and recommends adjustment of procedures accordingly, Acceptable Quality Levels (AQLs), Routine Inspection Lists, and the parent inspection plan using a comprehensive knowledgeable of inspection and evaluation techniques, statistical methods, mathematics, production management, industrial management, and database management skills to perform root cause, deficiency, and trend analysis. Reviews written quality or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection systems, including sampling plans. Analyzes quality data to detect unsatisfactory trends or weaknesses in the inspection plan/system. Plans, implements and monitors the computerized methods and

statistical quality assurance techniques for analyses for the repair/modification quality. Reviews and interprets technical data and engineering specifications while executing technical support or evaluation activities utilizing a comprehensive knowledge of a wide range of aircraft maintenance disciplines, Job Series and Air Force Specialty Codes (AFSC). Reviews engineering specifications and drawings to identify critical verification/inspection points, manufacturing requirements, and operational characteristics of components and airframe systems to include life safety considerations.

- Skill in using various computer and software applications to include but not limited to word processing programs, spreadsheets, email services, databases and database management.
- Performs other duties as assigned.
- Competencies- Leadership, Decision Making, Managing Human Resources, Organizational Awareness.

Instructions for Applying:

- Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ([Home Page](#)).
- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact sara.j.lemay.mil@army.mil**

Submit Applications (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to sara.j.lemay.mil@army.mil or louise.s.acker.civ@army.mil

Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the “Human Goals” of the Department of Defense.

TITLE 32 AGR APPLICATION CHECKLIST

*****INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____ SSN: _____
Contact Phone #: _____ Email: _____

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature)
2. _____ Personal Resume
3. _____ Fitness Tracker Report w/ a passing score in a current status from myFITNESS
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print)
6. _____ DD Form 214 (If Applicable)
7. _____ Last 3 Officer Performance Reports (OPR's) or Enlisted Performance Reports (EPR's) (any that you have available)
8. _____ Letter of Recommendation(s) (If Applicable)
9. _____ Other additional documentation (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE.**

INSTRUCTIONS FOR APPLYING

- Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ([Home Page](#)).
- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact sara.j.lemay.mil@army.mil**

Submit Applications (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to sara.j.lemay.mil@army.mil or louise.s.acker.civ@army.mil