

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

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| <b>Announcement Number(s):</b>                              | MVA AF 23-61  |
| <b>Position Title:</b>                                      | Quality Assurance Specialist  |
| <b>Date of Announcement:</b>                                | 08 November 2023  |
| <b>Closing Date:</b>  | 22 November 2023  |
| <b>Duty Location &amp; Unit:</b>                            | 158 <sup>th</sup> Maintenance Group, Vermont Air National Guard, South Burlington, VT 05403   |
| <b>Rank, Grade, AFSC:</b>                                   | MSgt/E7; 2A377  |
| <b>Period of Tour:</b>                                      | <b>Initial Tour three years</b>   |
| <b>Selecting Official:</b>                                  | CMSgt Joseph Graves; 802-660-5993; <a href="mailto:joseph.graves@us.af.mil">joseph.graves@us.af.mil</a>   |
| <b>Human Resources Office Point of Contact and Address:</b> | Ms. Louise Acker; <a href="mailto:louise.s.acker.civ@army.mil">louise.s.acker.civ@army.mil</a> ; SMSgt Sara Lemay; <a href="mailto:sara.j.lemay.mil@army.mil">sara.j.lemay.mil@army.mil</a><br>789 Vermont National Guard Rd<br>Green Mountain Armory<br>Colchester, Vermont 05446-3099 |
| <b>Area of Consideration:</b>                               | On Board Non-Fenced Permanent AGR's within the Vermont Air National Guard Only. <b>This is Also Being Advertised as a Technician Announcement VT-12196881-AF-23-78.</b>   |
| <b>PCS Authorized:</b>                                      | 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.

### Other Pertinent Data:

- Applicants will be assigned to the following UMD position number # 131342, Rank/Military Grade: MSgt/E7; AFSC 2A377.
- Any Enlisted Rank is eligible to apply.
- Applicant must possess AFSC 2A377 to be eligible to apply
- **Please refer to current AFECD** for any other qualifications, duties and responsibilities.
- 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 in the 158<sup>th</sup> Maintenance Group of the Vermont Air National Guard. The primary purpose of this position is to establish and execute a planned systematic approach of quality assurance for all areas of aircraft maintenance, designed to provide the maintenance managers confidence that aircraft, aircraft systems, munitions, equipment, products or supporting processes conform to technical, safety, work load and customer requirements. The overall objective is to ensure that quality considerations are addressed and requirements achieved for all aircraft maintenance work and support functions to ensure end items perform as intended with reliability. Serves as the primary technical advisory process in the maintenance organization designed to assist maintenance managers. Serves as the Quality Assurance Specialist (QAS) for the planning, implementation and execution of a quality assurance program that includes the full range of quality principles, concepts, inspection techniques, surveillance and evaluations related to quality assurance functional programs of all assigned aircraft, aircraft components, aerospace ground equipment, electronic equipment & systems, armament, munitions, engines, associated systems and maintenance personnel from numerous job series, and maintenance disciplines.
- 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 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.
  - (a) 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.
  - (b) 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 related duties as assigned.
- Competencies: Interpersonal Skills, Compliance, Integrity/Honesty, Flexibility and Quality Assurance.

### **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 as stated on the checklist 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](mailto:sara.j.lemay.mil@army.mil)**

**Submit Applications as one single PDF (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil) or [louise.s.acker.civ@army.mil](mailto: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: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

**PACKET SEQUENCE AND DOCUMENT (1,2,3,4,5,7 are required; 6 is not): (Initial each line) (Redact all SSN)**

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. \_\_\_\_\_ Personal Resume
3. \_\_\_\_\_ Fitness Tracker Report w/ a passing score in a current status from myFSS
4. \_\_\_\_\_ Record Review/Update (vMPF)
5. \_\_\_\_\_ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print) (ensure report states accrued through R&R date on last page of point summary, otherwise application will not be accepted)
6. \_\_\_\_\_ Letter of Recommendation(s) (If Applicable) (Not required)
7. \_\_\_\_\_ Other supporting documentation that is required for eligibility (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade, test scores/certifications/courses not listed on the record review, etc. ) (If Applicable)

**\*FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

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