

# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS-OR-AC/AGR  
P. O. Box 14350  
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:  
[usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil)

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:  
<http://newreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>

## STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NUMBER:</b> AF16-513	<b>OPEN DATE:</b> 26 Jan 2016	<b>CLOSING DATE:</b> 16 Feb 2016
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UNIT/LOCATION:

**173D MAINTENANCE GROUP**  
**173D FW, KLAMATH FALLS, OREGON**

POSITION:

**QUALITY ASSURANCE INSPECTOR**  
**(SPECIALIST)**

(Vacancy and grade contingent on resource availability)

PD #: D18180 MAX MILITARY RANK AT TIME OF HIRE: **TSGT / E-6**

GRADE/SERIES: MIN MILITARY RANK AT TIME OF HIRE: **SSGT/ E-5**

GS-1910-11 **NOTES:**

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS

UMD Position #: 1056632 -PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE

-PROJECTED START DATE: **TBD**

**POSITION AFSC: 2W171\*\***

**\*\*Applicant must possess 7 Skill-Level in the 2W171 AFSC to qualify\*\***

**This is not a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED: Mech = 47**

For additional information about ASVAB scores,  
reference the "Additional Information" section in this announcement.

### WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD

### AREAS OF CONSIDERATION:

FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD

SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD

### FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

SHOP/SECTION POC: CMSGT WESLEY LOVELL, 541-885-6347, DSN-830-6347

UNIT HR LIAISON: MSGT AIMEE WHALING, 541-885-6580, DSN- 830-6580

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

**\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\***

## DESCRIPTION OF DUTIES

This position is located in an Air National Guard Aviation Wing, Maintenance Group. 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.

### b. DUTIES AND RESPONSIBILITIES:

(1) 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).

(2) 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.

(3) 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,

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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.

(4) 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.

(5) 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.

(6) 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.

(7) 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.

(8) 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.

(9) 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

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approved locally designed tools and equipment, including pictures or drawings, a description of the use for each item, and the owning work center.

(10) 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.

(11) 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.

(12) 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.

(13) Performs other duties as assigned.

## ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC or be eligible for retraining and meet all eligibility criteria in AFECD/AFOCD

## ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by Director of Staff - Air
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP.
- If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test.
  - You must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position.
  - By submitting a resume or application for this position, you authorize this agency to accomplish the check.

## APPLICATION INSTRUCTIONS

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**

\*\*\*\*\* **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED** \*\*\*\*\*

**WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS**

**Current AGR members and those who wish to become an AGR must submit the following:**

- ❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated 11 November 2013**
  - Announcement number and position title must be annotated on the form
  - Download the current form version from; [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
- ❑ Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
  - RIP can be obtained from the servicing Force Support Squadron (FSS)

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- In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
- Select 'Record Review', and then 'Print/View All Pages'
- ❑ Copy of current passing physical fitness assessment. (from AF Portal, <https://www.my.af.mil/>)
- ❑ AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- ❑ DD Form 369, Police Record Check (attached), (complete blocks 2-9, block 10 leave blank, sign block 11)

***ORANG - Air Technicians interested in converting to AGR status:***

- Selection for the advertised position does not constitute acceptance into the AGR program.
- Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section.
- The AGR Manager will evaluate the request against The Adjutant Generals state policy **CPM-131**, "Limitation on Change of Status Between the Technician and AGR Career Programs", to ensure compliance. (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- The Adjutant General is the final approving authority.

***Current Technicians who wish to remain in Technician status must submit the following:***

- ❑ Detailed Resume
- ❑ And a Copy of current passing physical fitness assessment
- ❑ And a list of references

**TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:**

**General Experience** – Your resume must describe your experience which directly relates to the position being advertised and must be substantiated with your months of experience under your job history.

**Specialized Experience for Technicians** –

- Within your resume identify how you have gained specialized experience for this position
- Applicants applying at the **GS-11** level must have **36 months** experience in positions which demonstrate the required Specialized Experience

**READ THIS SECTION COMPLETELY!!**

**IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

- AGR Service in the Oregon Air National Guard is governed by **applicable AFI, ANGI and Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)**
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- Include the announcement number and position title on your application
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9 & 10)
- A current passing Fit Test will suffice for a "YES" response to question 17
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **Complete application packet should be in a single PDF format document**
- **Limit file size to less than 3MB (1MB or less is ideal)**
- You may paper clip your application, **Do not** staple, bind, tab, or use document protectors
- Submit only single sided copies of all application documents submitted
- Do not fax applications
- Applications mailed in government envelopes will not be accepted
- When mailing your application it is recommended that you obtain a delivery confirmation receipt
- Applications will be accepted until 1630 of the announcement closing date

**E-MAIL APPLICATIONS TO:** [usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil) (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.**  
**(example: AF16-5xx – Doe)**

**Encrypted email may be sent to the address listed above**

**Secure File Upload** may be done at **AMRDEC SAFE:** <https://safe.amrdec.army.mil/safe>

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(Reference AMRDEC SAFE Guide online, **Do Not** send encrypted email via AMRDEC)

Applications can also be mailed to:

The Oregon Military Department  
JFHQ-OR-AC / AGR  
P.O. Box 14350 / 1776 Militia Way  
Salem, Oregon 97309-5047

**All applications (E-Mail or US Mail) must be received or post marked by the announcement closing date.**

*THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS*

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