

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING
TEXAS AIR NATIONAL GUARD**

POSITION: Production Controller

ANNOUNCEMENT: 136-16-22

Position Number: 0855041

ISSUE DATE: 29 January 2016

AFSC: 2R090

CLOSING DATE: 28 February 2016

GRADE: Immediately promotable MSgt/E-7 NTE SMSgt/E8

LOCATION: 136th Maintenance Operation Flight, NAS/JRB, Fort Worth, TX

REMARKS: SNCOA must be completed by the close out date of this announcement. Qualification in and possession of AFSC 2R071 or 2R171 is mandatory. 2AX7X, 2RX7X or 2WX7X may apply however selection will be contingent upon the approval of an MCR.

HOW TO APPLY: Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: (usaf.tx.136-aw.mbx.military-agr-application@mail.mil) no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in **one single PDF** package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-13-56). Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII) unless sending from a .mil account signed and encrypted.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement will **NOT** be considered.

Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package and it is **before the closed out date**, you must send a new complete package with the updated information. Sending only the updates will disqualify your package as incomplete packages are not accepted. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as Update Last Name-Announcement number in the following format (i.e. "**Update Last Name-136-13-34**")

ITEMS REQUIRED:

1. E8/E9 MFR Signed by Commander
2. Records Review Rip dated within 60 days of closing date of announcement,
3. Military Biography,
4. Personal letter of intent outlining career goals and objectives,
5. ANG Fitness Test, current and passing
6. Targeted Resume **IAW AFH 33-337, The Tongue and Quill**, that outlines Leadership Experience, Base/Community Involvement, and Significant Self Improvement
7. Letters of recommendation (Optional) - maximum 3 with 1 from current supervisor
 - a. #1 & 6 can be obtained by e-mailing usaf.tx.136-aw.mbx.military-agr-application@mail.mil

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTEAll applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

POSITION QUALIFICATIONS

1. Specialty Summary. Monitors, collects, assembles, and audits data for reports and briefings. Initiates special studies and investigations, and performs statistical analysis. Informs managers of significant factors affecting the mission. Manages and operates maintenance management information systems (MIS). Plans, schedules and organizes use and maintenance of aircraft, engines, munitions, and associated aerospace ground equipment (AGE). Supervises documentation and maintenance of aircraft, engine, missiles, munitions, and associated AGE records. Maintains generation flow plans for units required meeting emergency war order and wartime taskings. Monitors maintenance scheduling effectiveness. Related DoD Occupational Subgroup: 155800.

2. Duties and Responsibilities:

2.1. Performs maintenance management functions. Supervises, directs, and controls collection, auditing, evaluation, and analysis of MIS data to include auditing source data for accuracy, timeliness, and compliance with directives. Supervises analysis of deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Reviews and approves written reports and special studies for presentation to senior leaders. Coordinates with appropriate information management/processing centers to ensure automated systems capability and compatibility with customer requirements are met. Forwards requirements and enhancements to higher headquarters for approval.

2.2. Plans, organizes, directs and controls scheduling of aerospace vehicle maintenance and utilization requirements. Develops plans and establishes production schedules to meet mission requirements. Determines maintenance capabilities to aid in developing operational schedules. Prepares weekly, monthly, and quarterly utilization schedules for known maintenance and operational mission and training requirements. Coordinates with base activities to ensure support is available to meet schedules. Supervises development of generation flow plans for unit emergency war order and wartime taskings within unit Designated Operational Capability (DOC) statement. Supervises review, evaluation, and filing of documented information for planning and scheduling maintenance actions. Manages the aircraft configuration, TCTO, special inspection, and time change program and their related automated subsystems.

2.3. Manages Maintenance Operations Center (MOC). Monitors and coordinates sortie production, maintenance production, and execution of the flying and maintenance schedules. Maintains visibility of fleet health indicators. Establishes priorities for competing, limited maintenance resources, based on daily flying schedule and maintenance priorities. Ensures aircraft status is properly reported and maintained.

2.4. Determines long-range fleet health maintenance priorities. Provides supply liaison and engine management support for flight line and back shop maintenance requirements. Schedules and monitors workload requirements. Resolves problems and interprets technical publications for inspecting, maintaining, and modifying aircraft and support equipment. Ensures unit meets mobility requirements. Ensures the appropriate maintenance and operations commanders are advised of maintenance capabilities, limiting production factors, and adherence to maintenance schedules.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, and MOC functions; maintenance concepts, directives, and organizational structure; Air Force supply procedures and resource management.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2R090, qualification in and possession of AFSC 2R071 or 2R171 is mandatory. Also, experience is mandatory managing or directing functions such as maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, or MOC.

3.5. Other. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSC 2R090, completion of a current National Agency Check, Local Agency Checks and Credit (NACLIC) according to AFI 31-501, *Personnel Security Program Management*, is mandatory.

3.5.1. Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

E-mail applications to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Last Name-Announcement number (i.e. Smith-136-13-02)

Questions about announcements can be e-mailed to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Question-Announcement number (i.e. Question-136-13-03)