

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 149th FIGHTER WING
TEXAS AIR NATIONAL GUARD**

POSITION: Munitions Systems, CEM

ANNOUNCEMENT #: 149-16-47

AFSC: 2W000

ISSUE DATE: 6 April 2016

LOCATION: 149th Maintenance Squadron
JBSA-Lackland AFB, TX 78236

CLOSING DATE: 21 April 2016

GRADE REQUIREMENTS: SMSgt/E8 – Promotable to CMSgt/E9

AREA OF CONSIDERATION: STATEWIDE

TRAINEES: NO

***This military announcement has a concurrent full-time announcement. 149-16-39
<https://tmd.texas.gov/air-agr> Job Opportunities.***

*****SEE REVERSE FOR SUMMARY OF MINIMUM POSITION QUALIFICATIONS*****

HOW TO APPLY: Applications should include: CC Endorsement Memorandum, records review rip, military biography, targeted resume, personal letter of intent outlining career goals and objectives, AF Form 422, ANG Fitness Assessment score sheet, Letter of Recommendation from your supervisor and if you **are not** assigned to the 149 FW, you must also include a Letter of Recommendation from your unit commander. Please include one unbound copy of your application for administrative processing purposes.

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.**

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

1. Specialty Summary. Manages and directs ordnance maintenance system functions and activities.

2. Duties and Responsibilities:

2.1. Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.

2.2. Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units.

2.3. Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.

2.4. Performs the nonsupervisory work of the function as needed.

2.5. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

2.6. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural firefighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.

2.7. Performs other duties as assigned.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: Ordnance maintenance practices, equipment resources, maintenance planning, and maintenance compliance.

3.2. Education. Award of Community College of the Air Force Associate in Applied Science (AAS) Degree, civilian Associates Degree, or higher level civilian degree is required.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2W000 qualification must possess of a 9 level in 2W0XX is mandatory. Also, experience is mandatory managing and directing personnel, and ordnance maintenance within a maintenance unit.

4. Remarks.

4.1. All questions regarding this announcement should be directed to MSgt Lisa Silvis at commercial (210) 925-6996 or DSN: 945-6996.

SUBMIT APPLICATIONS TO: 149 FSS/FSMPM
ATTN: MSGT LISA SILVIS
107 Hensley St., Ste 2
San Antonio, TX 78236-0103

NOTE: ALL HARDCOPY APPLICATIONS MUST BE RECEIVED IN THIS OFFICE BY CLOSE OF BUSINESS, **1600 HOURS, ON THE CLOSE OUT DATE. APPLICATIONS WILL NOT BE TAKEN ELECTRONICALLY. THOSE THAT DO NOT MAKE THE DEADLINE WILL NOT BE CONSIDERED AND RETURNED WITHOUT ACTION.**