

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

31 March 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-044**  
**\*\*TEMPORARY PROMOTION NTE 6 Months\*\***

**POSITION:** Quality Assurance Specialist (D1065000) (GS-1910-09) EXCEPTED POSITION

**LOCATION:** AASF, Bangor, Maine

**SALARY RANGE:** \$48,968 to \$63,654 per annum

**CLOSING DATE:** 19 April 2016

**AREA OF CONSIDERATION:** **AREA I-** All permanent and indefinite Enlisted or Warrant Officer (**CW4 and below**) Technicians in the Maine Army National Guard.

**DUTIES:** See attached duties and responsibilities.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which demonstrates the applicant's skill in the operation of appropriate vehicles; ability to drive safely, to interpret instructions, specification, etc. (related to motor vehicle operation); knowledge of handling and loading materials, ability to accurately check, count, verify, and sort various items, keep records and logs; ability to meet schedules and deadlines.

**SPECIALIZED EXPERIENCE:** Must have twenty-four (24) months experience for the GS-09 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of quality assurance procedures and methods, and the sources of pertinent regulatory and guideline material related to the functional activity supported by the quality assurance program.

2. Knowledge of pertinent characteristics of the product(s) involved, the operations or processes affecting critical characteristics, test and inspection techniques, the techniques for assessing operations or processes to detect unsatisfactory conditions.
3. Skill in developing quality data sources, recognizing discrepancies, detecting trends, investigating to develop additional or corroborative information, and preparing documented technical reports of findings...
4. Skill in interpreting, and explaining a variety of technical requirements and in making independent judgements concerning such things as the extent to which procedures conform to requirements, or that procedures are effective in controlling quality.

**COMPATIBILITY CRITERIA:** ENL MOS: 94E, 94R  
ENL CMF: 15  
WO: 15

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M SESSIONS  
MAJ, EN  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Quality Assurance function in an Army National Guard (ARNG) Army Aviation Support Facility (AASF). The AASF provides flight, and flight training operations, Aviation Unit Maintenance (AVUM), Aviation Intermediate Maintenance (AVIM), and aviation maintenance training for supported Units. The purpose of this position is to establish, develop, and implement the AASF quality assurance and reliability programs. Serves as the Quality Assurance Representative for the AASF.

b. DUTIES AND RESPONSIBILITIES:

Plans: (15%)

-- Develops the AASF Quality Management Plan (QMP) that documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards. Reviews Army materiel maintenance policies and operational procedures. Assesses quality assurance programs of other Department of Defense (DoD) services, and analyzes commercial maintenance practices to establish a comprehensive Quality Program (QP) for the AASF.

-- Develops quality assessment plans to evaluate and improve quality of maintenance production and work processes. Assessments include reviews of management and organization; quality systems; personnel qualifications and training; supply procedures; facilities; tools and test equipment; maintenance documentation; operations and training requirements, and equipment failures. Conducts evaluations to identify strength problem areas, failure trends, faults in methods and procedures, and other deviations from quality standards.

-- Develops local regulations and/or operating instructions for implementation of the quality assurance and reliability program and ensures compliance with procedures. Prepares quality assurance operating instructions, local forms, checklists, and other material.

Services: (25%)

-- Serves as quality assurance authority in the AASF. Acts as a consultant to higher-ranking personnel on quality assurance/verification matters. Provides the Logistics Management Officer/Supervisory Maintenance Test Pilot and maintenance supervisors with definitive technical information and advice on maintenance procedures and techniques. Resolves technical problems in support of the quality assurance program.

-- Maintains the AASF master library. Manages technical publications accounts. Ensures that appropriate directives and operating instructions are current and complete. Reviews incoming publications to determine their applicability. Provides technical guidance and expertise in interpretation of technical manuals (TM), and acts as the authoritative reference on quality methods, techniques, and procedures. Resolves conflicts in the interpretation of published data.

-- Monitors the AASF publication improvement system to include the recommended changes to

publications and blank forms (DA Form 2028) and material deficiency, and Quality Deficiency Reports (QDR). Provides findings and recommendations based on experience and technical judgment.

-- Manages the Safety-of-Flight (SOF) and Aviation Safety Action Message (ASAM) programs to ensure effective and timely accomplishment. Reviews incoming SOF/ASAM for applicability to AASF supported equipment. Evaluates technical and materiel requirements for compliance. Distributes SOF/ASAM to production elements for accomplishment. Monitors compliance actions and prepares and forwards compliance reports.

-- Monitors aircraft acceptance/transfer inspections, aircraft configurations, and component time-change requirements. Periodically reviews aircraft historical records and logbooks for accuracy and condition. Monitors the Army Oil Analysis Program (AOAP).

-- Manages the weight and balance program. Performs equipment inventories; assures proper set up and calibration of electronic weighing apparatus; monitors aircraft weighing operations; verifies instrument readings, resolves weight and balance problems, and certifies weight and balance computations.

Assessments: (25%)

-- Performs command directed quality inspections and special inspections for all aspects of aircraft and associated equipment. Insures that compliance inspections are performed in accordance with standards. Records discrepancies, provides definitive corrective recommendations, and reviews adequacy of corrective action taken. Reviews findings to determine adequacy of maintenance documentation.

-- Performs inspections of maintenance shops for safety and condition of equipment. Monitors calibration of shop and test equipment to ensure serviceability. Certifies and maintains files of personnel authorized to perform quality inspections.

-- Performs management and compliance reviews over a wide range of functions within the AASF. Reports deviations and deficiencies. Prepares recommendations on the resolution of deficiencies affecting production or maintenance quality. Reviews and validates all locally developed maintenance procedures before adoption within the AASF.

-- Investigates equipment failure trends on aircraft airframes and components and systems. Makes recommendations to appropriate manufacturing agencies regarding equipment performance engineering design changes.

-- Incumbent is required to wear appropriate protective clothing or gear such as safety glasses, ear protection, and hard-hat, and observe all safety precautions when accomplishing inspections.

Improvements: (20%)

-- Conducts formal training of quality assurance and quality compliance principles, procedures,

techniques, and skills. Provides initial training for the certification of status symbol clearing authority. Provides refresher training for the maintenance of AASF quality standards.

-- Reviews and evaluates quality compliance inspections performed by production units. Audits the inspection process and methods, analyzes inspection reports, and re-inspects samples of inspections performed. Provides on-the-spot assistance regarding the inspection process. Recommends corrective actions or changes in inspection methods and work procedures. Assists production supervisors and personnel in implementing changes. Evaluates completed reports for adequacy of actions taken by work center supervisors.

Organizational: (15%)

-- Serves as the primary point of contact (POC) to, and provides liaison services between, the AASF and external organizations regarding QA matters. Attends conferences, briefings, and meetings to represent AASF on quality assurance matters.

-- Serves as the Contracting Officer Representative (COR) for a life cycle contractor support aircraft maintenance contract to ensure contract compliance with written procedures as required.

-- Performs other duties as assigned.