

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18-575T OPENING DATE: 28-Nov-18 CLOSING DATE: 14-Dec-18

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
Production Controller (Aircraft), GS-1152-09, T5807000, MPCN: 0085996034**

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE: \$52,229.00-\$67,889.00 PA **SUPERVISORY MANAGERIAL**
NON-SUPERVISORY/NON-MANAGERIAL

**LOCATION OF POSITION:
161st Air Refueling Wing, PHOENIX, AZ**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to AZNG T32, T5 Employees, OR AGR/DSG/M-DAY members** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:
In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:
Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES NO
PCS may be offered: YES NO

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of requirements to support operational launch schedules, emergency war orders (EWO) and contingency plans.
2. Ability to conduct daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements into the Weekly to Daily Maintenance Plans and workload requirement.
3. Ability to utilize the automated data system to retrieve data and/or computer generated products as required.
4. Knowledge of aerospace vehicles, propulsion units/associated equipment and related support training equipment for preplanning purposes.
5. Ability to communicate both orally and in writing.

SPECIALIZED EXPERIENCE: Must have 24 months experience, education or training regarding scheduling and control of aircraft undergoing scheduled and unscheduled maintenance actions; following up to ensure compliance with established maintenance plans and schedules. Experience inputting maintenance job control numbers either manually or through IMDS using computerized maintenance systems, and status of maintenance actions in progress, mission capable status of aerospace vehicles and weapon munitions configurations, etc.

BRIEF JOB DESCRIPTION: This position is located at the 161st ARW in the Plans, Scheduling, Documentation/Engine Management Section of the Maintenance Control Branch.. The purpose of the position is to perform preliminary (advance) planning and long term scheduling for the utilization and maintenance of all assigned aerospace vehicles, propulsion units/associated equipment and related support training equipment, and to perform duties related to the documentation functionCoordinates and develops operational and maintenance requirements for all assigned aerospace vehicles and related support and training equipment into long range, quarterly, monthly and weekly plans to produce a schedule which makes efficient use of resources. Ensure the Maintenance Control Supervisor and the Chief of Maintenance are advised of maintenance capability, problem areas, and adherence to schedules. Schedules aerospace vehicle and related equipment, through all phases of maintenance. In coordination with Job Control, assigns work priorities to all scheduled maintenance to assure a balanced workload of all maintenance sections. Coordinates with upper level management and other functional areas on master parking plan, bulk munitions requirements, supply support, food service support, security, motor vehicle maintenance, petroleum oil and lubricant (POL) requirements, fire department service and civil engineering functions. Compiles and publishes required maintenance plans in a timely manner to project aircraft, equipment and personnel utilization. Schedules and conducts daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements into the Weekly to Daily Maintenance Plans and workload requirement. Reviews specialist dispatch and in-shop production workload to ascertain production delay, recommends corrective actions and makes necessary adjustments in production schedules. Processes requests for and manages local manufactured items to ensure that unauthorized work is not scheduled. Coordinates with Quality Assurance in scheduling activity, technical inspections and publication changes. Coordinates with Training Management to minimize impact of training schedule in accordance with pertinent ANG directives. Initiates and maintains maintenance operating instructions establishing procedures for the assignment and application of job control numbers. Preplans requirements to support operational launch schedules, emergency war orders (EWO) and contingency plans. Designates and schedules aerospace vehicle for maintenance training purposes. Plans and schedules time compliance technical order (TCTO) accomplishment. Schedules and insures that life support and critical items are replaced in accordance with the time change program. Performs the aerospace vehicle distribution function in accordance with directives. Analyzes maintenance capabilities in conjunction with Production Analysis. Coordinate and maintains input schedules to prime depots for accomplishment of depot level maintenance such as TCTO modifications and Programmed Depot Maintenance (PDM). Computes and evaluates scheduling effectiveness in order to improve management efficiency and decrease deviations. Reviews and verifies the accuracy and validity of aerospace vehicle weapons documents. Establishes procedures for the identification of repeat, recurring and cannot duplicate type discrepancies which impair mission performance or affect safety of flight, and for review of corrective action for adequacy. Represents the Chief of Maintenance in coordinating actions such as aircraft and equipment utilization, sortie rates, flying hours and simulator utilization with the Air Commander, Operations and other members of the flight scheduling committee. Develops inspection work package for aircraft; schedules and conducts the preinspection meeting for scheduled inspections such as periodic, isochronal and phase. In coordination with maintenance supervisors, develops work packages for major, intermediate level maintenance such as battle or crash damage. Performs the following documentation functions; review, filing, maintenance and disposition of historical documents for assigned equipment. Manages documents for TCTO reports, time change forecast, mechanized reports, master ID number files and flight status register. Submits request for parts or kits for TCTO and time change items to the maintenance supply liaison for processing to Base Supply. Makes required input to the automated data system and retrieves data and/or computer generated products as required. Conducts training of assigned technician and military personnel.

SELECTING OFFICIAL: Capt Stephen Paluga
