

**STATEWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4821; DSN 853-4821  
WEBSITE: <https://dema.az.gov/azng-human-resources>  
EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 15-377T OPENING DATE: 27-Aug-2015 CLOSING DATE: 10-Sep-2015**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Supervisory Production Controller (Aircraft), GS-1152-11, D1398000, SMSgt/E8 - CMSgt/E9, MPCN: 3400859952**

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**APPOINTMENT FACTORS: OFFICER**

**ENLISTED**

**SALARY RANGE:**

**\$59,896.00-\$77,865.00 PA**

**SUPERVISORY  MANAGERIAL**

**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

**161st Air Refueling Wing, Phoenix, Arizona**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it 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), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). 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. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**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.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 2AXXX, 2RXXX**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**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.

**AREA OF CONSIDERATION:** This position is in the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive a Permanent Appointment upon completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

**NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain a completed Optional Form 612 (Application for Federal Employment) or must include a Resume.**

**NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)..**

**NOTE: Must have a 7 level Maintenance AFSC.**

**NOTE: This position is subject to rotating or night shift work.**

**NOTE: Selectee must possess or be able to obtain a SECRET security clearance.**

**NOTE: Individual selected will be required to take a pre-employment medical screening which will be paid for by the agency.**

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**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 and ability to instruct, organize, direct and control subordinates in the accomplishment of assigned tasks.**
- 2. Knowledge of various types of readiness evaluations/inspections such as UCI, ORI, AEF, mobility and support exercises.**
- 3. Ability to participate in high level management conferences concerning the development of policies, procedures, production goals and ability to accomplish proposed projects.**
- 4. Ability to translate basic management goals and objectives into effective work operation, establishing a good working climate to encourage employee participation in achieving management goals and to promote efficient and economical working operations.**
- 5. Ability to communicate and coordinate with subordinate, peer, superior and external work groups, organizations and agencies.**
- 6. Ability to coordinate and ensure timely development of weekly, monthly and quarterly maintenance plans, flying schedules and documentation of historical data.**
- 7. Ability to ensure engine management responsibilities are accomplished in accordance with applicable directives.**

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**SPECIALIZED EXPERIENCE:**

Must have 36 months experience in performing functions within Plans, Scheduling, Documentation, MOC Controller, Engine Management and Production Supervisor. Experience also requires the applicant to review work requirements and establish priorities to meet deadlines; experience which demonstrates the ability to deal effectively with other personnel and gain their cooperation in achieving common goals.

**BRIEF JOB DESCRIPTION:** This position is located in the Maintenance Operations Flight, Maintenance Group. Its purpose is to supervise and manage maintenance staff functions consisting of the Plans, Scheduling and Documentation (PS&D) and Engine Management. Ensures Plans, Scheduling, Documentation and Engine Management responsibilities are accomplished in accordance with applicable directives. Ensures the coordination and timely development of daily, weekly, monthly, and quarterly maintenance plans, flying schedules, and documentation of historical data are accomplished. Ensures the aircraft and engine inspection, time change and TCTO programs are managed effectively. Reviews reports and statistical data from subordinate functions and other sources for the purpose of evaluating overall maintenance program status or identifying exception, trend or problem areas. Areas of concern are brought to the attention of management. Coordinates aircraft movement with all maintenance functions, National Guard Bureau, ANG, and USAF units and AMARG. Supervises and directs utilization of section personnel. Establishes work priorities; oversees work in progress to ensure compliance with established policies and directives. Informs subordinate personnel of policy, practice or procedural changes affecting individual or organization status. Reviews weekly and monthly work schedules. Schedules and approves leave of subordinates. Recommends and participates in the selection of personnel to fill vacancies. Sets performance requirements and makes formal and informal performance appraisals. Forecasts and manages budget requests.

**SELECTING OFFICIAL:** Lt Col Mitchell D. Culp COMM: (602) 302-9042

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