

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NW 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-26-003

Closing Date: Until Filled

Position Title: Quality Assurance Specialist

Location: 155th MXG, Lincoln, NE

Military Grade Range: Minimum SSgt/E-5 - Maximum MSgt/E-7

Military Requirements: Minimum military grade is SSgt (E-5) fully qualified 7 level, maximum military grade is MSgt (E-7) upon UMD position (Current UMD supports TSgt in most of the AFSC's). The selectee must be a 7 level in any 2A AFSC. Position number will change based on selected individuals AFSC. Applicants must be able to obtain or have a minimum of a Secret clearance to be considered eligible.

Area of Consideration: Open to current on-board AGRs containing any 2A Maintenance 7 Level AFSC with the Nebraska Air National Guard.

Specialty Summary:

Must have at least 1 year experience at the previous lower grade or equivalent experience and education or training involving a thorough knowledge of product or range of products involved, the manufacturing methods and techniques, special processes, test and performance requirements; and skill in developing plans and programs. Experience possessed by an expert in the area of specialization able to give technical direction to otherwise competent workers. Experience determining operations when difficult and questionable phases of malfunctions are found. Experience which required significant and concrete work accomplishments (i.e. special projects, working groups, or detailing assignments) involving interpersonal contacts in a quality assurance or related field. Experience in dealing with management principles and supervisory responsibility for the function required by type of position to be filled and the organization involved.

Duties and Responsibilities:

Serves as the Office of Primary Responsibility (OPR) for wing maintenance policy, advising supervisors and employees on both general policy and specific maintenance matters. Makes decisions and recommendations on technical concerns presented by supervisors. Utilizes a comprehensive knowledge and ability to interpret Air Force Instructions, Technical Orders, engineering drawings, product specifications, Air Force Occupational and Health (AFOSH) and environmental standards, public law, and locally developed policy. Evaluates and assesses complex systems, subsystems, integrated systems/subsystems, or components for conformance to applicable technical data, engineering drawings, standards and specifications. Evaluates, conducts reviews, activity inspections and management compliance of all maintenance activities to include the logistics maintenance support functional areas such as production, programs and mobility, maintenance training, plans, scheduling and documentation and data base management as directed by the Maintenance Group

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Commander. Identifies production problems, excessive overtime, discipline, housekeeping and technical discrepancies and attempts to identify the underlying cause for the deficiencies. Establishes and develops performance checklists and metrics in coordination with the Quality Assurance Supervisor. Develops local operating instructions to supplement regulations and manuals of higher echelons in the area of aircraft and aircraft systems quality assurance. Reviews all Operating Instructions (OIs) to ensure locally published instructions are technically accurate, complete and consistent with Air Force (AF) and Major Command (MAJCOM) policy. Coordinates with affected commanders on base and ensures the instruction is published as a wing operating instruction. Serves as a key team member in collating and reporting compliance metrics to Major Command(s).

Maintenance Standardization Evaluation Program (MSEP): Administers, evaluates, and coordinates a comprehensive quality assurance, maintenance standardization, and inspection program for all areas of the maintenance organization, all maintenance disciplines, job series and Air Force Specialty Codes (AFSCs). Evaluates the quality of maintenance accomplished in the maintenance organization and performs the necessary quality functions to execute the MSEP, designed to provide management an objective sampling of both the quality of equipment and the proficiency of maintenance personnel. Ensures the maintenance organization meets its responsibility for air-worthy aircraft and component quality for a broad and complex production workload, e.g., highly advanced aircraft, aircraft systems, avionics systems, electronic equipment, aircraft structures, composites, life safety systems, armament, munitions, and other areas of similar complexity. Participates in a review of the organization's quality plans, procedures and practices to assure adequacy and compliance to local and higher-level directives.

Executes the evaluation program and accumulates data using Inspection and Evaluation techniques such as Task Evaluations, Quality Verification Inspections, Special Inspections, Personnel Evaluations and Management Inspections. Evaluates the quality of in-process and after-the-fact maintenance and ensures prescribed technical and management procedures are followed. Serves as the subject matter expert for critical assessment programs such as; Unit Self Inspections, Maintenance Standardization, Operational Readiness and Unit Compliance Inspections. Responsible for the development and maintenance of organizational level checklists. Ensure metrics are established and monitored to assess key result areas for successful mission accomplishment including, but not limited to, items where non-compliance would affect system reliability or result in serious injury, loss of life, excessive cost, or litigation. Evaluates the proficiency of assigned personnel in the execution of assigned maintenance tasking through Personnel Evaluations (PEs). Determines the proficiency and qualifications of certified personnel. Assess the relationship between personnel evaluation and technical inspection results to identify strengths or opportunities for improvement in the evaluation program.

Monitors and assesses the organization's quality program and elements of the program to gauge compliance with directives and established processes. Identifies deficiencies, implements corrective measures, and improves processes to enhance mission effectiveness and efficiency. Ensures safety, security, and Consolidated Tool Kit (CTK) programs are followed in accordance with applicable regulations and public law through the routine inspection of work centers.

Application Instructions

Please read the application instructions as there have been changes to the application and process for applying.

!!!-IMPORTANT NOTICE-!!!

Applications will be screened after the job closing date, not prior unless requested.

Please review your application for accuracy before you submit to HRO.

Nothing will be added to the application after 1600 hours on the closing date.

Application packets sent to courtney.ybarra@us.af.mil with a subject line of "Job Application AGR-AF-__-(list job announcement number)".

Electronic applicants will be submitted as ONE flowing attachment.

Applications submitted in multiple attachments will not be accepted.

Applications submitted in binders or document protectors will not be accepted.

Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

- Candidates may apply by submitting a completed Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1. Reference ANGI 36-101 Para 4.2 the following documents must be submitted. Packets without the appropriate documents or written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

___Yes___No **Application NGB Form 34-1, dated 20131111. This form can be downloaded from the Nebraska National Guard Opportunities webpage. Previous versions will not be accepted.** _____(Initials)

___Yes___No **Current RIP or SURF report within 12 months of closing date.** _____(Initials)

___Yes___No **Last 3 Evals (EPB/OPB) – If not current, provide statement addressing missing reports.** _____(Initials)
Does not apply to traditional enlisted Airman or if you have not acquired 3 evaluations

___Yes___No **Current Point Credit Summary within 12 months of closing date.** _____(Initials)
Applies to Reserve Component/ANG Only

___Yes___No **Current Flying History within 12 months of closing date.** (if applicable)
_____(Initials)

___Yes___No **Current AF422 or DD2992 within 12 months of closing date.** _____(Initials)
If forms are not current – contact medical for updated forms

___Yes___No **Current Fitness Assessment within 12 months of closing date.** _____(Initials)
Member must provide current documentation showing they meet the **fitness standard score of 75 or higher**

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.

The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, sex, religion, national origin or ethnicity.