

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY17-015 AGR-AIR  
Dual announcement (Yes)

15 May 2017

POSITION: Maintenance Management Analyst Craftsman (ILO Management Analyst, GS-0343-09), POSNR 0962765, FAC 21C100, 154<sup>th</sup> Maintenance Operations Flight (MOF), Hawaii Air National Guard, Hawaii (HIANG) (To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year tour length/On-Board AGRS see Paragraph (**See NOTES TO APPLICANTS**)

LOCATION: Joint Base Pearl Harbor-Hickam, Hawaii

CLOSING DATE: 14 June 2017

RECRUITMENT AREA: Present on-board AGR enlisted members MSgt (E-7) and below of the Hawaii Air National Guard. (**See NOTES TO APPLICANTS**)

SUMMARY OF DUTIES:

2S0X1 AFSC: Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock. Develops methods and improves procedures for storing property. Plans use of storage facilities. Stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer. Plans and schedules materiel storage and distribution activities. Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer

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products. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database integrity and makes necessary corrections. Controls and operates the Remote Processing Station (RPS). Monitors systems processing and corrects processing errors. Monitors materiel management traffic through use of the Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems. Develops database retrieval scripts for materiel management support analyses. Operates motor vehicles and assorted materiel handling equipment.

2R0X1 AFSC: Collects, monitors, audits, evaluates, and analyzes MIS data. Periodically audits source data for accuracy, timeliness, and compliance with directives. Collects and maintains data for use in analysis reports, studies, and problem identification. Using statistical techniques, interprets findings from data, identifies trends and significant deviations, and recommends corrective action. Analyzes deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Prepares visual media for analysis studies. Prepares written reports and special studies; and presents recommendations and briefings to senior managers. Controls, manages, and maintains MISs. Performs FSA duties. Coordinates, effects development, and schedules MIS products, retrievals, and other programs. Identifies problems and recommends and applies corrective actions related to MIS operation and maintenance. Identifies and reports database problems and issues. Coordinates with appropriate information management and processing centers to ensure automated systems capability and compatibility with customer requirements are met. Focal point for MIS requirements and enhancements. Forwards requirements/enhancements to higher headquarters for approval.

2R1X1 AFSC: Plans and schedules aerospace vehicle maintenance and utilization requirements. Develops plans and establishes production schedules to meet mission requirements. Schedules aerospace vehicles, AGE, munitions, missiles, space systems, and associated support systems through maintenance phases. Prepares weekly, monthly, quarterly, and annual utilization schedules for known maintenance and operational mission and training requirements. Coordinates with base activities to ensure support is available to meet schedules. Manages aerospace vehicles, engines, munitions, missiles, space systems, AGE, and selected equipment inventory data. Reconciles flying hour data with Operations. Schedules and monitors workload requirements. Ensures the maintenance operation center (MOC) supervisor and appropriate Maintenance and Operations Group commanders are advised of maintenance capabilities, limiting production factors, and adherence to maintenance schedules. Uses automated system to schedule and monitor maintenance activities' workload. Schedules maintenance jobs, helps establish work priorities, and monitors completion. Monitors aircraft maintenance scheduling effectiveness. Operates maintenance information systems (MIS) and maintains equipment records to support applicable weapons systems. Coordinates with maintenance management analysis to establish automated support requirements. Maintains and audits weapon systems records. Collects, reviews, and files documented information for planning and scheduling maintenance actions. Maintains historical records for weapons and support systems. Manages the weapons system configuration, Time Compliance Technical Order (TCTO),

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special inspection, and time change programs and their related MIS. Ensures accurate documentation of aerospace vehicles, engines, munitions, missiles, space systems, AGE configurations, TCTO, time change items, and special inspections.

2W0X1 AFSC: Tests, assembles, and processes nonnuclear munitions. Prepares munitions for loading on aircraft. Checks safe and arm mechanisms. Installs warheads, guidance units, fuses, arming wires, squibs, strakes, wings, fins, control surfaces, and tracking flares. Processes aircraft gun ammunition. Maintains and reconditions munitions and MMHE. Reconditions, repairs, and replaces defective or missing parts. Maintains operational or bench stock materiel and secures replenishment. Modifies munitions and MMHE when directed. Inspects munitions for serviceability and applies munitions product assurance procedures. Installs spotting charges in bombs. Processes ammunition. Inspects ammunition, components, and containers for defects. Prepares documentation indicating identification and quantity of assets. Performs routine demilitarization of nonexplosive munitions items. Repackages munitions and applies container markings. Receives, stores, handles, and transports nonnuclear munitions via multiple modes (air, sea, land). Unloads and unpacks munitions. Checks shipping documents for accuracy. Delivers munitions to assembly, storage, or maintenance areas. Prepares munitions for shipment. Determines and maintains storage facilities, reports, safety, and security requirements. Performs inspections and maintains inspection and storage records. Issues nonnuclear munitions. Performs operator maintenance on munitions vehicles and equipment. Performs munitions materiel management and materiel accounting functions. Performs and oversees management and procedural application of manual and automated positive inventory control. Determines inventory control actions. Conducts inventories and corrects discrepancies. Accomplishes requisitioning actions and maintains due-in, due-out, and status files. Maintains source document control and ensures validity and completeness. Recommends system and program changes to data processing methods. Develops and maintains stock level data. Monitors excess munitions programs. Prepares reports. Operates and maintains ADPE for munitions accounting, reporting, and status configuration. Coordinates with maintenance activities on repairable munitions components. Obtains material for equipment modifications, periodic component exchange, and maintenance. Receives, stores, handles and transports nuclear weapons. Establishes and evaluates performance standards, maintenance controls, and work procedures. Computes data to support financial planning and programming. Analyzes and validates munitions host-tenant and interservice munitions support agreements and plans. Develops methods and techniques to maintain and recondition munitions and handling equipment. Evaluates munitions account condition, identifies deficiencies, and initiates corrective actions. Ensures compliance with policies, directives, and procedures. Evaluates munitions equipment maintenance. Evaluates procedures for assembling, renovating, and storing munitions; and procedures for demilitarization of nonexplosive munitions. Provides status information and expected completion dates. Analyzes mission effectiveness, program requirements, and stock control levels, and validates requirements. Analyzes stockpile requirements to determine type and quantity of munitions facilities needed to safely store, inspect, maintain, and secure munitions assets.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Officer Classification Directory (AFECD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

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This position is also being announced for fill in an Excepted Service (Enlisted) status. Applicants who wish to be considered under the Excepted Service program should submit the appropriate application forms. For details and application procedures, click on the website: <https://www.usajobs.gov/GetJob/ViewDetails/469941900>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Individual must possess AFSC 2S0X1, 2R0X1, 2R1X1, or 2W0X1.

**TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES**

<http://dod.hawaii.gov/hro/agr-resources/>