



Colorado Air National Guard Traditional Position Announcement



COANG -22-026

<http://co.ng.mil/JOBS/Pages/default.aspx>

POSITION TITLE: Quality Assurance	AFSC: 1D771R	OPEN DATE: 9-Jun-22	CLOSE DATE: 24-Jun-22
UNIT OF ACTIVITY/DUTY LOCATION: 233 Space Communications Squadron Greeley ANG Station, CO 80631		GRADE REQUIREMENT: Minimum:E6 Maximum:E7	
SELECTING SUPERVISOR: MSgt Smith, Marcus, SCXQ NCOIC	VACANCY 1097410	PHYSICAL PROFILE: (Officer N/A) PULHES – 3 3 3 2 3 1 X Factor – G ASVAB – 64 GEN	

AREAS OF CONSIDERATION

- ☒ Traditional ☐ Tech (must bring EA/review by FSS) ☐ AGR (must bring EA/review by FSS)
- ☒ Current ANG members ☐ Nationwide (Military eligible for membership in the COANG)
- ☒ Enlisted ☐ Officer ☐ Commissioning Opportunity

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

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Member will serve as Quality Assurance Member (QA) ensuring that a program, function, process, equipment, system, end item or service are of the type and quality to meet/or exceed mission requirements. Will enhance QA program mission accomplishment within the confines of public law, DoD/AF policy and guidance or technical orders. Duties of QA empowers commanders to actively manage mission risk at the appropriate level.

- Personnel evaluations: assesses the effectiveness of a work center's training program, technician competence, and technical and procedural data adequacy. Evaluation preparation through TBA research, administering evaluation, document results and build commanders report, training QARs.
- Equipment evaluations: give an overall view of the quality of communication/ IT/ space/ cyber equipment/ systems (CCITS) support/maintenance and ensures equipment will meet mission requirements. Evaluation preparation through equipment function research, conduct evaluation, document results and build commanders report. Conduct acceptance inspections for new mission equipment.
- Technical order management: TO account administrative services for the entire unit. Assign TODAs for 18 Libraries, build accounts for shops, and distribute paper products, digital disc products and TCTOs, Classified TO courier, annual library inventory and libraries maintenance of removing and adding T.O.s and personnel.
- Corrosion prevention and control program: build guidance for shops evaluated the effectiveness of the program. Ensure shops are trained on the program. Verify corrosion needing to be elevated for treatment.
- Electrostatic Discharge Program (ESD): build guidance for shops evaluated the effectiveness of the program. Ensure shops are trained on the program.
- Statement of Work and Performance-Based Work Statement reviewer: review documentation for accuracy and proper processes, inspect work.
- Local Work Card (LWC) validator: Review and validate work cards generated by the work center, publish the work cards to ETIMS. Review each work card annually.
- Trend Analysis (TA): develop reports for group/squadron commander to communicate the status of member's proficiency in training and shop maintenance practices.
- Train QARs: develop the best members for each work center to operate as the Quality Assurance Representative for the work center. Document member's progression through QA/QAR tasks.
- Repair Cycle Assets: QA should be aware with Chapter 9 Material Management processes.
- JDRS management

DUTIES and RESPONSIBILITIES (Cont'd):

Member required to achieve and maintain industry standard IT certifications including CompTIA Security+. Member required to achieve and maintain Top Secret security clearance.

Member acts as the NCOIC of the Quality Assurance workcenter in the absence of the NCOIC, directly supervising up to 5 subordinate members. Oversees the task training, career progression, and professional development of all subordinate members.

Performs other duties as assigned.

SPECIALTY QUALIFICATIONS:

1. Knowledge. Knowledge is mandatory of: extensive understanding of 00-33A-1001 and general Communications Squadron shop practice
2. Education. Must have current Quality Assurance school completed. Must have a current Security+ certification.
3. Training. Must have been awarded primary AFSC of 1D771R.
4. Must be current member of 233 SCS.
5. Must be E-7 or be immediately promotable to E-7.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications.

Selecting officials have the right to hold package review boards prior to in-person interviews

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
6. Additional requirements: Certificate of completion for the Quality assurance School from Keesler Air Force Base

Add any other documentation you want provided.

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS? If you have any questions on package submission you may contact 720-847-9446/DSN 847-9446 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS: michael.p.henderson.8@us.af.mil

Or use AMRDEC SAFE: <https://safe.apps.mil/michael.p.henderson.8@us.af.mil>

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.