



**Colorado Air National Guard
Traditional
Position Announcement
COANG 19-027/1**



<https://coang.joint.afpims.mil/Jobs/Air-Traditional/>

POSITION TITLE: Maintenance Management Analysis	AFSC: 2R0X1	OPEN DATE: 3-Nov-18	CLOSE DATE:
UNIT OF ACTIVITY/DUTY LOCATION: 140 Maintenance Ops Flight Buckley AFB, CO 80011		GRADE REQUIREMENT: Minimum: E1 Maximum: E5	
SELECTING SUPERVISOR: CMSgt Dennis J. Driver II	VACANCY 09684101C	PHYSICAL PROFILE: <i>(Officer N/A)</i> PULHES – 333233 X Factor – G ASVAB – G:55	

AREAS OF CONSIDERATION

Traditional Tech (must bring EA/review by FSS) AGR (must bring EA/review by FSS)
 Current COANG 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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Summary

Analyze, monitor, collect, assemble, and audit data for reports and briefings. Initiates special studies and investigations, and performs statistical and trend analysis. Reports findings to managers with recommendations. Informs managers of significant factors affecting the mission and unit readiness. Manages and operates maintenance management information systems (MIS), and performs functional system administrator (FSA) duties. Related DoD Occupational Subgroup: 155800.

1. 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.

2. Controls, manages, and maintains MIS. 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.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

Completion of a basic maintenance data systems analysis course. Qualification in and possession of AFSC 2R031.

For entry into this specialty, computer literacy and completion of high school with courses in algebra, English composition, effective writing, and typing are desirable.

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 2359 on or before the closing date.

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:

Add any other documentation you want provided.

****SUBMIT ELECTRONIC ONLY****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9302/DSN 847-9302 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

OR

SUBMIT SECURE APPLICATIONS VIA SAFE ACCESS FILE EXCHANGE (SAFE) <https://safe.arl.army.mil/>

matthew.b.mensch.mil@mail.mil
Lydia.L.Hanson.mil@mail.mil;
ada.a.ponder.mil@mail.mil;
julia.p.warner2.mil@mail.mil

Shaunte.l.kerford.mil@mail.mil
Lydia.L.Hanson.mil@mail.mil;
julia.p.warner2.mil@mail.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.