



****MILITARY VACANCY ANNOUNCEMENT****

UNIT: 116 ACS
TITLE: QA Superintendent
AFSC: 1D791
POST DATE: 22-Apr-24
CLOSE OUT DATE: 10-May-24
POSITION GRADE: SMSgt
STATUS: Drill Status Guardsmen
CROSS TRAINING: No

K3 MVA #:24-008

Who may apply: Current on board members of the 142d Wing. Current on-board members in the Oregon Air National Guard.

Special Duty Summary: Manages and performs Defensive Cyber Operations (DCO) and cyber support functions (DoDIN operations) in-garrison and at deployed locations. Surveys, secures, protects, defends, preserves, designs, builds, operates, and extends data, networks, net-centric capabilities, and other designated systems. This Air Force Specialty Code description incorporates the use of DoD Cyber Workforce Framework (DCWF) Codes to tie this specialty description to the framework. The DCWF was developed by the National Institute of Standards and Technology (NIST) and the DoD to establish a common lexicon and model for all cyber work. The DCWF will universalize training and education between academia, industry, and military. It will also enable talent management by ensuring the right Airmen, for the right assignment, at the right time.

Duties and Responsibilities:

- (1) Plans, organizes, and oversees the activities of the Quality Assurance Office. Develops goals and objectives that integrate organization and Quality objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, and implement quality improvements in response to concerns with regulatory compliance. Plans work for accomplishment by subordinates, sets and adjust short-term priorities if necessary. Evaluates requirements for additional resources. Balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and advises the Squadron Commander on required actions to implement such changes. Provides training and experience to the workforce with regard to sound maintenance practices, and knowledge and capability in the military mission. Manages the maintenance and inspection effort involved in keeping mission equipment in a combat readiness state, to include capability to carry out daily missions and ensure all maintenance operations are executed safely and in accordance with published guidance.
- (2) Develops methods and procedures, reviews the work of subordinates in progress and upon completion to ensure that they have met the defined quality and quantity standards. Resolve technical problems of subordinate personnel. Selects candidates for the Quality Assurance Specialist and Technical Order Distribution Office (TODO) positions, taking into consideration skills and qualifications, mission requirements, Equal Employment Opportunity (EEO) and diversity objectives.
- (3) Manages, reviews and develops maintenance policy, advising management on both general policy and specific maintenance matters. Makes decisions and recommendations on technical concerns presented by supervisors. Utilizes comprehensive knowledge and ability to interpret Air Force Instructions, Technical Orders, engineering drawings, product specifications, Air Force Occupational Safety and Health (AFOSH) 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. Establishes and develops performance checklists and metrics. Reviews and approves local operating instructions to supplement regulations and manuals of higher echelons. Reviews all Operating Instructions (OIs) to ensure locally published instructions are technically accurate, complete and consistent with Air Force and Major Command policy. Ensures coordination with affected commanders and ensures the instruction is published as a wing operating instruction.
- (4) Manages critical assessment programs such as; Unit Self Inspections, Maintenance Standardization, Operational Readiness, Unit Compliance Inspections, and Staff Assistance Visits (SAVs). Responsible for the development and maintenance of organizational level checklists. Ensures 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. Oversees the Consolidated Tool Kit (CTK) program. Manages the safety and security quality maintenance programs in accordance with applicable regulations and public law.

(5) Ensures personnel use proper data collection techniques and procedures for evaluation, inspection and audit programs and a number of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking. Reviews as necessary defect/failure quality data to detect unsatisfactory trends or weaknesses in the quality inspection system and reviews recommended corrective and preventative action. Investigates and reviews reports if necessary, on major problem areas found which identified causes of problems. Reviews corrective action when required and follows up on action taken to determine effectiveness.

(6) Directs and controls the management of the Technical Order Improvement Program and Suggestion Program for the unit. Assesses unit Reliability and Maintainability (R&M) concerns to determine if reported R&M deficiencies are caused by unit factors and local conditions versus those beyond the unit's control. Conducts a technical review of disapproved Air Force Technical Order forms to determine whether to submit to technical working groups (e.g., PIWG, maintainer's conferences). Chairs R&M working group meetings with supervisors and specialists when it is determined beneficial to solicit ideas to enhance product improvement and submit recommended changes to technical working groups, Product Improvement Working Groups, or maintenance conference working groups.

(7) Manages the Time Compliance Technical Orders (TCTO), Field Change Orders (FCO) and One Time Inspections (OTI) process. Reviews the applicability of TCTOs, FCO, and OTIs to unit maintained equipment, determines surveillance and evaluation coverage based on the complexity of the TCTO/FCO/OTI as well as to the criticality of the system or the component to be modified.

(8) Manages the Quality Assurance Surveillance Plan (QASP) to monitor Mobile Depot Teams (MDT) or Contract Field Team (CFT) as the government's on-site Quality Assurance Representative (QAR).

(9) Represents and speaks for the Squadron Commander with representatives of the National Guard Bureau, System Program Office (SPO) and internally within the Operations Group on issues relating to maintenance processes, procedures, and policies. Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance quality and compliance and to ensure timely exchange of pertinent technical, managerial, and compliance-related information. The organizational situation of the incumbent requires most dialogue and correspondence at Base, ALC and Major Command level. Position requires contact with other Quality Assurance Divisions, Program Directors, Air Force Materiel Command (AFMC) Centers, other ACS units and their Major Commands. Partners with the squadron commander and director of cyber operations and maintenance in planning and implementing a sound compliance-oriented quality assurance program in the maintenance organization. Participates in conferences, seminars, or study groups as the ACS QA representative (subject matter expert) for the unit.

(10) Manages and plans a quality assurance program using a variety of accepted quality assurance procedures such as statistical computations and data collections. Reviews the computerized methods and recommends adjustment of procedures accordingly, Acceptable Quality Levels (AQLs), Routine Inspection Lists, and the parent inspection plan using a comprehensive knowledgeable of inspection and evaluation techniques, statistical methods, mathematics, production management, industrial management, and database management skills to perform root cause, deficiency, and trend analysis. Reviews written quality or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection systems, including sampling plans. Analyzes quality data to detect unsatisfactory trends or weaknesses in training plans and maintenance procedures. Plans, implements and monitors the computerized methods and statistical quality assurance techniques for analyses for the repair/modification quality.

Specialty Qualifications: Knowledge. Knowledge is mandatory of Air Control (Command and Control) principles, technologies, capabilities, limitations, and cyber threat vectors of deployable mission equipment to include; sensors, radar systems, satcom and tactical radios equipment, servers, clients, operating systems, databases, networks and related hardware and software , cybersecurity principles including; national and international laws, policies, and ethics related to operational cybersecurity; operational risk management processes; and specific operational impacts of lapses in cybersecurity.

How to Apply: Application package will consist of a resume detailing your experience, military and civilian education, recommendation letter from unit commander, a record review RIP (from vMPF) w/in 60 days, Official Air Force Biography and a copy of current Physical Fitness Assessment.

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