

AIRCRAFT MAINTENANCE SQUADRON COMMANDER
(Traditional DSG Position)

AFSC 21AX

*****CLOSEOUT DATE: 1 April 2020*****
(Available start date 1 May 2020)

AUTHORIZED GRADE: LIEUTENANT COLONEL (O-5)

Location: 166 MXG, Delaware Air National Guard, New Castle County Airport, New Castle, DE

Position is open to Delaware Air National Guard commissioned officers (Maj-Lt Col)

SPECIALTY SUMMARY:

Serving as the Senior Aircraft Maintenance Manager, the Aircraft Maintenance Squadron Commander will have the assigned responsibility for directing and managing Squadron Personnel, Equipment, and overall readiness of all assigned resources. Incumbent partners with the Group Commander, as well as the other Commanders and organizations in the Wing to plan, schedule, and implement a flying program following overarching Risk Management (RM) concepts. Incumbent also coordinates efforts with numerous outside agencies to execute responsibilities. The supervised workforce may fluctuate daily to meet mission requirements. The workforce may include: Title 32 Military Technicians, Traditional Guard members, Active Guard/Reserve (AGR), Title 5 NG Employees, state employees, other civilian, military duty personnel.

DUTIES AND RESPONSIBILITIES:

1. Directs unit's overall efforts to ensure readiness of assigned aircraft, personnel, and equipment to meet wartime, day-to-day mission requirements, and any State Active Duty to support State Emergencies. Plans, organizes, and oversees the activities of the organization to direct flying operations. Establishes, reviews, and/or revises policies, procedures, mission objectives, and organization design for the assigned staff, as necessary to eliminate work problems or barriers to mission accomplishment. Directs all functions to provide mission generation support by executing on-equipment activities to produce properly configured, mission ready weapon systems to meet contingency and training mission requirements for both operations and maintenance personnel. Constantly exercises conflict-resolution skills to de-conflict flying schedule priorities supporting wing mission requirements, Operations and Maintenance Training requirements, and real-world Air Tasking Order (ATO) commitments. This also involves fluctuating deadlines, supporting multiple AMUs at dispersed locations, and work occurring on 2 or more shifts. Incumbent is also expected to make critical decisions involving fleet Urgent and Immediate action Time-Compliance Technical Order aircraft

modifications as they affect the flying schedule. Provides critical input to Maintenance Standardization and Evaluation Program (MSEP) evaluation process to ensure quality of daily on-equipment maintenance activities.

a. Through subordinate functional supervisors, directs and supervises staff and production functions affecting very complex high performance aircraft with a wide variety of high cost, sophisticated systems, controlling approximately two thirds of base dollars. Directs a group work force of skilled technicians and traditional guard members, including a variety of staff, administrative, and trades and crafts occupations operating up to 24/7 with at least 2 or more shifts.

b. Determines goals and objectives for the squadron. Reviews, accepts, amends or rejects work which has been accomplished by subordinate supervisors and organizations. Develops and executes the squadron Commander's Inspection Program (CCIP) assessing the organizations ability to execute the mission, manage resources, develop personnel and improve the unit. Gives advice, counsel, and instructions to supervisors and subordinate employees on both general policy and administrative matters. Consults with subordinate supervisors and training specialists on training needs. Provides for employee development and training to ensure all assigned personnel and organizational entities are fully capable of performing their wartime tasking. Responsible for the Squadron's Special Certification Roster (SCR) to ensure accuracy and that a sufficient number of personnel are qualified to perform mission critical tasks. Ensures sufficient numbers of trained personnel on SCR to meet OPLAN, DOC Statement, Unit Type Code (UTC), and day-to-day maintenance taskings and flying commitments. Makes decisions on work problems presented by subordinate supervisors. Establishes and develops performance standards for assigned supervisory staff.

c. Evaluates subordinate supervisors and reviews evaluations made by subordinate supervisors. Makes and approves selections for subordinate positions. Hears and resolves grievances and serious employee complaints. Reviews serious disciplinary cases and problems involving subordinate employees and determines required action. Ensures efficient position management is practiced and subordinate position descriptions are accurate. Approves/disapproves leave. Supports equal employment opportunity and labor management relations programs. Administers and participates in an effective labor relations program in compliance with regulatory and statutory guidance. Meets with and discusses issues with local and national labor organization representatives as well as representatives of the Federal Labor Relations Authority, Federal Services Impasses Panel, or the Office of Personnel Management when appropriate. As required, serves as a unit management negotiating team member, providing vital input to the formulation of management's negotiation strategy and proposals. (35%)

2. Collaborates with the Group Commander and other base organizations to plan, develop and implement numerous long term plans to include: the Wing/Group Strategic Plan (mission, goals, values, objectives, etc.), Wing Commander's Inspection Program, the Base Master Plan (facilities), Communications/Computer Plan (infrastructure capabilities/upgrade), the Vehicle Replacement Plan, the Deployment Cycle Plan,

Aircraft Modification Plan, Depot Input Plan, force management and recruiting/retention plans, weapon system conversions, and base supplements. Communicates with test and evaluation agencies to develop tools and test equipment to further enhance maintenance capability and capacity which includes coordination with MAJCOMs and depot key points of contact. This includes the collaboration/coordination with applicable contractors and vendors supporting improvement activity.

a. Develops and constantly provides feedback on operational plans to NGB POCs and the Joint Staff. Conducts operational planning to provide for an adaptable, agile force able to respond to dynamic contingency and non-contingency worldwide events based on the assigned aircraft and mission sets. Collaborates with the Group Commander and the HRO on major organization changes and changes based on manpower documents. Serves as a key team member in the strategic planning process at the state and national level.

b. Plans, organizes, schedules, controls, and directs unit aircraft maintenance resources to meet mission requirements. Directs programs to ensure mission accomplishment and the optimum use of resources. In conjunction with the other Wing organizations, plans and executes the maintenance elements of the flying hour and training program to ensure the Wing can meet contingency and wartime tasking of the aviation element, as well as the Expeditionary Combat Support (ECS). Through subordinate supervisors, manages aircraft maintenance activities. Ensures resources such as facilities, manpower, equipment, communications, technical data, tools, and parts are adequate to meet the unit peacetime and wartime mission. Fights for and provides advocacy for additional funding when necessary to support wing flying and overall squadron mission requirements.

c. Plans, schedules, controls and directs the use of all resources to ensure timely, effective and complete support of mission requirements. Ensures all aircraft maintenance work meets the highest standards for compliance and airworthiness and that attention is focused on readiness and the wartime tasking(s) of the unit. Balances peacetime economy, readiness, and responsiveness to wartime tasking, resources, and survivability. Supports the Aircraft Maintenance portion of the Designed Operational Capability (DOC) statement of the unit and/or the Emergency War Orders (EWO). Serves as the primary aircraft maintenance representative on the Commander's Contingency Staff, providing guidance and suggested resolutions to a variety of complex and time-sensitive situations.

d. Plans and institutes fiscal controls to ensure compliance with federal law and higher headquarters directives. Provides optimum support to subordinate organizations in asset acquisition, distribution and accountability, fiscal planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities. Oversees the repair and availability of aircraft parts and components under the Depot Level Repairable (DLR) program which responsibilities include providing input to the Financial Management Board (FMB) as required; resourcing multiyear and long-term plans; developing policies in response to midyear or POM directed appropriations or funding changes (i.e. modernization efforts, DLR "bow waves", readiness and environmental compliance); and approving allocation and distribution of funds within the wing. Approves allocation and distribution of funds

within the squadron. Supports audit programs within the Wing. Through subordinate staff, ensures the standardized formal evaluation, mentoring and awards program is compliant and tracked. Complies with Financial Improvement and Audit Readiness (FIAR) standards. (25%)

3. Coordinates with appropriate groups in the wing to ensure an integrated approach to action solutions of problems relating to fleet health, availability of aircraft, and the ability to conduct the military mission. Assesses the impact of the flying schedule and schedule changes program to ensure that aircraft requirements and configurations can be met. Plans, implements, and coordinates multiple complex and often competing mission requirements and commitments involving Expeditionary Combat Support (ECS) and aviation packages which may require the activation and deployment of an adaptable, agile force able to respond to dynamic worldwide events. Ensures the unit retains the capability for the simultaneous execution of home station maintenance and training. Confers with applicable base support functions to ensure that squadron needs and requirements are being satisfied. Balances risk to ensure appropriate allocation and prioritization of resources required to meet mission requirements. Identifies aircraft failure trends to part/component level. Develops and executes fleet one-time inspection guidance when warranted. Chairs meetings to coordinate and schedule work to be accomplished by various technicians from a variety of trades that must work as a team to accomplish tasks and goals.

a. Plans, implements, and executes contingency operations which may require the activation and deployment of aircraft, personnel, and equipment able to respond to dynamic worldwide events. Participates in decision making impacting aircraft availability, configuration, and capability to support these operations. Plans for force protection, resource protection and recovery of battle damaged aircraft. Manages and dispatches Maintenance Recovery Teams (MRT) as necessary, anywhere in the world to recover disabled aircraft. Ensures planned generation/regeneration of aircraft meets ATO guidance in coordination with the Operations Group. Responsible to meet all monthly readiness reporting requirements through NGB to the Department of the Air Force in accordance with applicable readiness directives. These responsibilities include but are not limited to articulating clear deficiencies in AEF Reporting Tool (ARTS) and the Defense Readiness Reporting System (DRRS), identifying to Higher Headquarters recommendations to mitigate and/or eliminate deficiencies, and timelines attributable to any/all corrective actions.

b. Represents and speaks for the Group Commander with representatives of the National Guard Bureau, the Adjutant General, USP&FO, other military components, state/local governments, business and other public/private groups or organizations and persons having an interest in the programs of the wing/group. Coordinates aircraft maintenance requirements across agency lines (i.e., the MAJCOM staff and depot agencies). Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance capabilities and to ensure timely exchange of pertinent technical, managerial, and mission information. Participates in the weapons system council to effect resolution of weapon system or ANG wide management or

technical problems. As required, meets with other aircraft maintenance officers of the same and/or different mission design series, to advise on policies and procedures affecting the Air National Guard aircraft maintenance workforce, infrastructure support, and regulatory guidance. Participates in conferences, seminars, or study groups as the aircraft maintenance representative for the Wing or NGB. Maintains contact with civilian or military research and development agencies in order to achieve reliability, maintainability, and supportability of changing equipment or subsystems. (20%)

4. Maintains surveillance and ensures effective operation of the maintenance program. Makes periodic and comprehensive assessment of program through a review of performance indicators, productivity goals and accomplishments, deficiency reports, audit findings, etc. Identifies existing or potential productivity problems and discusses with subordinate supervisors. Ensures that corrective actions or improvement plans are implemented to resolve problems. Validates maintenance program methods, procedures and policies to ensure that the subordinate supervisors have the flexibility needed to meet the program goals and objectives. Evaluates, through a trends analysis program, the activities of the aircraft maintenance programs to ensure resolution and prevent reoccurrence of problems, and that self-inspection requirements are in accordance with established policies and prescribed directives. Reviews budget proposals, quarterly progress reports, fiscal plans, inputs to war/mobilization and mobility plans, and host tenant support agreements to ensure that financial and organizational requirements are fully integrated to accurately forecast and control allocation of resources to meet goals, objectives, and mission requirements.

a. Develops CONUS and OCONUS deployment plans to meet unit mission goals, inspection schedules, and deployment requirements. Identifies the need for facility/equipment modernization, improvements, and/or replacements. Coordinates planning and resources with other units and higher headquarters to meet readiness and overall maintenance and operations training requirements. Manages the development of unit training goals and long range training plans. Ensures training sustains work force qualifications and capabilities. Coordinates with Wing Training Managers and if necessary, AETC Mobile Technical Training POCs to conduct local courses to achieve acceptable readiness levels.

b. Manages the resource protection program, which includes physical security, information security, and industrial and occupational safety and health. Exercises continuing responsibility for safety conditions, procedures, and work practices employed within the maintenance community. Provides work force guidance on safety matters and ensures safe work practices are utilized. Ensures that periodic inspections of work centers are performed and immediate action is taken to correct unsafe conditions. Oversees programs such as the Commander's Inspection Program, self-inspection evaluations and the engine foreign object damage (FOD) program. Serves on the Maintenance Environmental Excellence Program Committee which establishes guidelines and initiatives for the prevention and handling of hazardous materials. Assesses program goals ensuring compliance with Defense Environmental Quality Program Policies, and associated state, and national laws.

c. Prepares for and participates in various types of readiness events to support both Federal and State Contingency Plans. Serves, as required, as a member of a team to cope with natural disasters or civil emergencies.

d. Serves as a technical advisor to aircraft mishap investigation boards and may be required to serve as a member of such boards.

e. Develops squadron level policy directing use of Air Force Maintenance Automated Information Systems. Makes management decisions impacting purchase and use of computer hardware, software, and associated training programs. Coordinates with AFMC Depot Field Teams, AFMC Engineering, and other government and contract agencies to perform aircraft, on-equipment, maintenance that extends beyond allowable Air Force Technical Data limits. (20%)

Performs other duties as assigned.

SPECIALTY QUALIFICATIONS:

Knowledge of maintenance and personnel management procedures, and organizational and mission requirements; capabilities, limitations, and basic operating principles of aircraft systems and components; theory of flight and airframe construction; life cycle sustainment, quality assurance; supply, transportation, logistics plans, contracting, flying operations, munitions, and other unit operations related to aircraft maintenance units.

EDUCATION:

Degree in Engineering, Physical Sciences, Engineering/Industrial Management, Business Administration Management and Operations, Aeronautics/Aviation/Aerospace Science and Technology, Aviation/Airway Management and Operations, Parts Warehousing and Inventory Management Operations is desirable. Other degrees will be considered.

EXPERIENCE:

Experience formulating plans and policies for, and monitoring logistics programs, with emphasis on requirements determination; and operating procedures, systems, and policies requiring a factual understanding of all phases of logistics. Experience in or around technical (mechanical, electrical, and/or aerospace repair) crafts is desirable.

APPLICATION PROCEDURES:

The following items must be included in the application package:

- **Resume**
- **Last 5 Officer Performance Reports**
- **Record Review Summary**
- **Printout of current AF Fitness Assessment Score**

Application packages must be forwarded to:

*166 FSS/DP (ATTN: Maj Mulrooney)
2600 Spruance Drive, Corporate Commons
New Castle, DE 19720-1615*

Or emailed to:

Maureen.k.mulrooney.mil@mail.mil

Following initial screening, packages will be forwarded to the 166 MXG/CC for interview/selection process. Personnel having additional questions concerning the unit should contact (302)-323-3556.