

# POSITION DESCRIPTION

1. Agency PDCN **F9116000** **D0325000**

<b>2. Reason for Submission</b> Redescription X New  Reestablishment Other Explanation (Show Positions Replaced)	<b>3. Service</b> HQ Field X	<b>4. Empl Office Location</b>	<b>5. Duty Station</b>	<b>6. OPM Cert #</b>
		<b>7. Fair Labor Standards Act</b> Not Applicable	<b>8. Financial Statements Required</b> Exec Pers Financial Disclosure Employment & Financial Interests	<b>9. Subject to IA Action</b> Yes X No
		<b>10. Position Status</b> Competitive Excepted (32 USC 709) X SES (Gen) SES (CR)	<b>11. Position is</b> Supervisory Managerial Neither X	<b>12. Sensitivity</b> Non-Sensitive Noncritical Sens Critical Sens Special Sens

**15. Classified/Graded by**  
 a. US Office of Pers Mgt    b. Dept, Agency or Establishment X    c. Second Level Review    d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Ordinance Equipment Mechanic	WG	6641	10	JT	08 Jun 90

**16. Organizational Title** (If different from official title) \_\_\_\_\_ **17. Name of Employee** (optional) \_\_\_\_\_

**18. Dept/Agency/Establishment** - National Guard Bureau  
 a. **First Subdivision** - State Adjutant General  
 b. **Second Subdivision** - ANG\Wing Group Flying Activity  
**c. Third Subdivision** - Munitions Maintenance Branch  
**d. Fourth Subdivision** -  
**e. Fifth Subdivision** -

**19. Employee Review.** *This is an accurate description of the major duties and responsibilities of my position.* \_\_\_\_\_ Employee Signature /Date (optional)

**20. Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor  Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)  Signature _____ Date _____
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**21. Classification/Job Grading Certification:** *I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.*

Typed Name and Title of Official Taking Action  
 JAN TURBERVILLE

Signature \_\_\_\_\_ Date 08 Jun 90  
 //SIGNED//

**22. Standards Used in Classifying/Grading Position**  
 U.S. OPM Job Grading Standard for Ordinance Equipment Mechanic

**Information For Employees.** *The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.*

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

**24. Remarks:**  
 Released from NGB-EPC, ID # CRM90-1009, 08 Jun 90

**25. Description of Major Duties and Responsibilities (SEE ATTACHED)**

25.

## a. INTRODUCTION:

This position is located in the Munitions Maintenance, Storage, Handling, and Missile Maintenance Section of the Munitions Maintenance Branch. The purpose of this position is to perform maintenance on assigned missiles, operate, repair, maintain and calibrate missile test equipment, operate the Combat Ammunition System (CAS B), store, handle and perform intermediate level maintenance on assigned conventional munitions.

## b. DUTIES:

- (1) Missile Maintenance: Maintains and repairs assigned missiles. Conducts operational tests using special purpose test equipment and precision measurement devices. Analyzes varying forms of data from different sources of test equipment and isolates system component malfunctions by visual observation or use of electronic, pneumatic, and pneudraulic test equipment. Interprets wiring diagrams, evaluates and analyzes equipment specifications and other technical documents. Disassembles missiles and determines the nature and extent of component and parts repair required. Removes and replaces defective major components, connecting appropriate cables to insure continued operating capability of missiles and guidance and control systems. Ships defective components to depot for repair. If unserviceable, prepares discrepancy reports as required or locally dispose of inert or explosive items when authorized. Assembles and disassembles missiles into major components and performs scheduled/unscheduled, in use and in storage inspections. Inspects parts and subassemblies for damage, rust, corrosion, cracks, acceptable tolerances, and Time Compliance Technical Orders (TCTOs) of components. Conducts periodic corrosion control inspections.
- (2) Missile Test Equipment: Operates, repairs, maintains and calibrates missile test equipment. Performs system analysis of mechanical, electrical, electronic, pneumatic and pneudraulic test equipment under actual or simulated conditions to determine operational status. Conducts a variety of tests to troubleshoot and isolate malfunctions. Accomplishes alignment, repair, overhaul modification and calibration of assemblies and subassemblies of equipment such as oscilloscopes, frequency signal generators, frequency counters, milliwatt potentiometers and other assigned measuring equipment used in troubleshooting, repairing and calibrating of test and checkout equipment. Combines data from all sources of test equipment to determine the root system malfunction.
- (3) Munitions Storage: Receives, assembles, issues, identifies, inspects and stores conventional aerospace munitions such as bombs, ammunition, starter cartridges, flares, egress munitions, etc. Unpacks, identifies, sorts, and judges the physical condition of received munitions. Compares the material identification markings and obvious physical characteristics against shipping documents. Checks munition shipping documents for completion and accuracy and corrects documentation as needed. Determines proper storage and safety requirements as to quantity distance, compatibility, pilferability, and applicable stacking of piling regulations. Uses forklifts and special handling and lifting equipment peculiar to munitions operations. Conducts periodic inventories, and rotates munitions in storage based on shelf life, priority issue, etc.
- (4) Munitions Supply (FK): Operates Combat Ammunition System (CAS B) in accordance with applicable regulations and manuals. Maintains document files and accountable records. Manages the excess serviceable/unserviceable munitions program. Coordinates scheduling of complete, sample and special munitions inventories. Monitors and maintains munitions related report cycle, repairable processing, and bench stock activities. Provides detailed account management training to custodians and alternates. Monitors stock levels to insure adequate munitions are on hand to support mission requirements, War Reserve Material (WRM), and wartime consumable distribution objects (WCDO). Performs material control functions for FK items. Accomplishes requisition actions and maintains due-in, due-out and status files. Responsible for maintaining and physical security of manual and automated document control records (DD Form 1348-1 and CAS products). Acts as Awaiting Parts (AWP) Monitor for munitions items. Submits technical order changes to correct defective equipment or to improve existing procedures. Prepares ammunition disposition reports and other correspondence on excess usable and unserviceable munitions items to the appropriate disposition

- (5) authority accountable. Determines the status of munitions which have been restricted or suspended from use. Provides immediate oral and written notice to all users of the affected items.
- (6) Inspects, maintains, repairs, and reconditions conventional munitions, containers, and munitions maintenance handling equipment (MMHE). Performs periodic, special, pre-use and returned munitions inspections. Inspect munitions and subassemblies for evidence of exudation, corrosion, rust, dents, burrs, scratches, cracks, broken or bent parts and check components for TCTOs. Removes dirt, rust and corrosion from metal parts with components and solvents, to include use of special tools, portable powered sanders and sand blasters. Uses lubricants and preservatives, applies metal finishes or paints munition items using conventional brushes and paint spray equipment. Paints and stencils munitions as required.
- (7) Links and repositions ammunition by operating electrical or manual machines and inspecting for defects such as short or long rounds, corrosion and dented cases, and removes unserviceable rounds. Prepares bombs for loading by adjusting or installing fuzes, boosters, delay elements and signal devices. Adjusts, inserts and removes cartridges and squibs from explosive components. Works with and installs laser, infrared, and electro-optical guidance and control systems with explosive items. Installs fin and fuze control wiring as required for operation. Performs safety and electrical continuity inspections on electrically actuated explosives and propellants. Tags munitions for quantity, serviceability, and identification. Loads munitions onto trailers and delivers to aircraft loading areas or other maintenance shops. May be required to preload missiles on launchers.
- (8) Performs duties in compliance with established safety, security, and housekeeping regulations. Coordinates with various base activities concerning missile security, handling, and utilization.
- (9) As required, serves as OJT trainer giving instructions and explaining proper munitions handling methods and procedures. Trains assigned drill status guard members in FK procedures.
- (10) Prepares for and participates in ORI, IG and UE inspections, as well as command support exercises. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facility and equipment, or serve on a natural disasters or civil emergencies team.
- (11) Performs other duties as assigned.

c. **SKILL AND KNOWLEDGE:**

Must be skilled in the use of precision measurement instruments such as oscilloscopes, potentiometers, frequency signal generators, etc. as well as in troubleshooting, repairing, calibrating and maintaining missiles and missile test equipment.

d. **RESPONSIBILITY:**

Work is performed under the general supervision of the Ordnance Equipment Mechanic Supervisor. Assignments are given in the form of work orders, inspection reports, or verbal instructions. Is expected to plan work sequences, select tools and repair parts, and otherwise carry out assignments, referring only unusual or difficult problems to the supervisor. Work is subject to spot check for compliance with accepted trade practices and inspection reviews by IG teams, Quality Control, etc.

e. **PHYSICAL EFFORTS:**

Physical efforts involve climbing, stooping, standing, bending, stretching, and working in tiring and uncomfortable positions. Requires moderate to strenuous physical exertion. Lifts heavy equipment and components, weighing from 50 to 100 pounds.

f. **WORKING CONDITIONS:**

Works inside and outside, in inclement weather, on icy, wet, and slippery ramps, aircraft surfaces and work stands, and in temperature and humidity extremes. Subject to dangers from exposure to toxic fumes, high pressure air and fluids,

fast actuating metal aircraft surfaces such as landing gears, speed brakes, engine noise, heat blast, intake suction; explosive munitions; chemical munitions, electrical voltage, cartridge actuating devices; liquid oxygen, fire or explosion of aircraft fuels, lubricants, paints and solvents.

## **POSITION DESCRIPTION ADDENDUM**

### **OTHER SIGNIFICANT FACTS:**

***Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.***

## [1]EVALUATION STATEMENT

- A. Title, Occupational Series and Grade: Ordnance Equipment Mechanic, WG-6641-10
- B. Reference: U.S. OPM JGS for Ordnance Equipment Mechanic, WG-6641, dtd Sep 74
- C. Background Information: This position description was developed due to the establishment of a new Combat Ammunition System (CAS B) within the Munition Maintenance Branch.
- D. Occupational Series, Title and Grade Determination:
1. Series: The purpose of this position is to perform maintenance on assigned missiles; operate, maintain, repair and calibrate missile test equipment as well as operate the Combat Ammunition System (CAS B). The WG-6641, Ordnance Equipment Mechanic Series, is most appropriate since it involves maintaining, repairing, assembling, handling, etc of ordnance systems and equipment such as missiles, torpedoes, associated test equipment, etc.
  2. Title: Based on the standard the appropriate title for the position is Ordnance Equipment Mechanic.
  3. Grade: There are two factors considered significant for grading purposes in the 6641 series. They are: Skill and Knowledge and Responsibility.
    - (a) Skill and Knowledge: This position involves maintaining, repairing and conducting tests using special test equipment and precision measurement devices. Analyzing and isolating system component malfunctions using electronic, pneumatic and pneudraulic test equipment. Interpreting wiring diagrams and evaluating and analyzing technical documents and equipment specifications. This type work meets the WG-10 level of the standard which involves a variety of troubleshooting, repairing, defect isolation, etc related to more complex ordnance equipment usually composed of mechanical, pneumatic, interrelated electrical and hydraulic assemblies and components. It also requires the use of various precision measurement instruments and application and interpretation of wiring diagrams, blueprints, equipment specifications, etc.
    - (b) Responsibility: Work is performed under general supervision of the section supervisor. Assignments are given by work orders, inspection reports or verbally. Plans work sequence and carry out assignments. Completed work is spot checked to insure compliance with accepted trade practices, inspection reviews, etc. This meets the WG-10 level in the standard which involves the supervisor assigning work in the form of oral or written instructions and the mechanic using independent judgement as to the sequence of work, tools to use, etc.
- E. Conclusion: Based on above duties this position is appropriately classified as an Ordnance Equipment Mechanic, WG-6641-10.

Name of

Classifier: Jan Turberville Center: NGB-EPC Date: 08 Jun 90