See attached ltr
24 Nov 93

POSITION DESCRIPTION

1. Agency PDCN ~~50019000~~ D0752000

2. Reason for Submission
Redescription ___ New
Reestablishment ___ Other
...nation (Show Positions Replaced)

Replaces F8584000
Production Controller (Aircraft)
GS-1152-09

3. Service
___ HQ X Field

4. Empl Office Location

5. Duty Station

6. OPM Cert #

7. Fair Labor Standards Act
Not Applicable

8. Financial Statements Required
___ Exec Pers Financial Disclosure
___ Employment & Financial Interests

9. Subject to IA Action
X Yes ___ No

10. Position Status
___ Competitive
X Excepted (32 USC 709)
___ SES (Gen)
___ SES (CR)

11. Position is
___ Supervisory
___ Managerial
X Neither

12. Sensitivity
___ 1=Non-sensitive
___ 2=Noncrit Sens
___ 3=Critical Sens
___ 4=Special Sens

13. Competitive Level

14. Agency Use
~~EEL~~ Dual Status

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

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Production Controller (Aircraft)	GS	1152	09	AEK	27 Sep 93

16. Organizational Title (if different from official title)

17. Name of Employee

18. Dept/Agency/Establish - National Guard Bureau
a. First Subdivision - State Adjutant General
b. Second Subdivision - ANG Wing/Group Flying Activity
c. Third Subdivision - Aircraft Maintenance Division
d. Fourth Subdivision - Maintenance Control Branch
e. Fifth Subdivision - Plans, Sched, Documentation/Eng Mgmt Sec

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 ...ts organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. ...certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and ...ment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

Name and Title of Immediate Supervisor
Signature/Date

Name and Title of Higher-Level Supervisor or Manager (Optional)
Signature/Date

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 standard applies, consistently with the most applicable published standards.
ANDREW E. KNIFFIN
Position Classification Specialist
Signature/Date
//signed// Andrew E. Kniffin 27 Sep 93

22. Position Classification Stds Used in Classifying/Grading Psn
US OPM PCS, Production Control Series, GS-1152, dtd Apr 92

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 the USOPM. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the USOPM.

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

24. Remarks: Released from NGB-HR-EC, Memo dtd 24 Nov 93

	#1 Skill	Shred	Sub	%	#2 Skill	Shred	Sub	%	#3 Skill	Shred	Sub

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

25.

a. INTRODUCTION:

This position is located in the Plans, Scheduling, Documentation/Engine Management Section of the Maintenance Control Branch. The purpose of this position is to perform preliminary (advance) planning and long term scheduling for the utilization and maintenance of all assigned aerospace vehicles, propulsion units/associated equipment and related support training equipment, and to perform duties related to the documentation function.

b. DUTIES AND RESPONSIBILITIES:

1. Coordinates and develops operational and maintenance requirements for all assigned aerospace vehicles and related support and training equipment into long range, quarterly, monthly, and weekly plans to produce a schedule which makes efficient use of resources. Ensures that the Maintenance Control Supervisor and the Chief of Maintenance are advised of maintenance capability, problem areas, and adherence to schedules. Schedules aerospace vehicles and related equipment, through all phases of maintenance. In coordination with Job Control, assigns work priorities to all scheduled maintenance to assure a balanced workload for all maintenance sections. Coordinates with upper level management and other functional areas on master parking plan, bulk munitions requirements, supply support, food service support, security, motor vehicle maintenance, petroleum oil and lubricant (POL) requirements, fire department service and civil engineering functions. Compiles and publishes required maintenance plans in a timely manner to project aircraft, equipment and personnel utilization.

2. Schedules and conducts daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements into the Weekly to Daily Maintenance Plans and workload requirement. Reviews specialist dispatch and in-shop production workload to ascertain production delay, recommends corrective actions and makes necessary adjustments in production schedules. Processes requests for and manages local manufactured items to insure that unauthorized work is not scheduled. Coordinates with Quality Assurance in scheduling activity, technical inspections and publication changes. Coordinates with Training Management to minimize impact of training schedule on maintenance production. Conducts and manages aircrew debriefing in accordance with pertinent ANG directives. Initiates and maintains maintenance operating instructions establishing procedures for the assignment and application of job control numbers.

3. Preplans requirements to support operational launch schedules, emergency war orders (EWO) and contingency plans. Designates and schedules aerospace vehicle for maintenance training purposes. Plans and schedules time compliance technical order (TCTO) accomplishment. Schedules and insures that life support and

critical items are replaced in accordance with the time change program. Performs the aerospace vehicle distribution function in accordance with directives. Analyzes maintenance capabilities in conjunction with Production Analysis. Coordinates and maintains input schedules to prime depots for accomplishment of depot level maintenance such as TCTO modifications and Programmed Depot Maintenance (PDM). Computes and evaluates scheduling effectiveness in order to improve management efficiency and decrease deviations. Reviews and verifies the accuracy and validity of aerospace vehicle weapons documents. Establishes procedures for the identification of repeat, recurring and cannot duplicate type discrepancies which impair mission performance or affect safety of flight, and for review of corrective action for adequacy.

4. Represents the Chief of Maintenance in coordinating actions such as aircraft and equipment utilization, sortie rates, flying hours and simulator utilization with the Air Commander, Operations and other members of the flight scheduling committee.

5. Develops inspection work package for aircraft; schedules and conducts the preinspection meeting for scheduled inspections such as periodic, isochronal and phase. In coordination with maintenance supervisors, develops work packages for major, intermediate level maintenance such as battle or crash damage.

6. Performs the following documentation functions: review, filing, maintenance and disposition of historical documents for assigned equipment. Manages documents for TCTO reports, time change forecast, mechanized reports, master ID number files and flight status register. Submits request for parts or kits for TCTO and time change items to the maintenance supply liaison for processing to Base Supply.

7. Makes required inputs to the automated data system and retrieves data and/or computer generated products as required.

8. Conducts training of assigned technician and military personnel.

9. Performs other duties as assigned.

c. <u>SUPERVISORY CONTROLS</u>:

Performs assigned duties under general supervision of the Maintenance Control Supervisor. Refers only unusual or difficult problems to supervisor. Work is reviewed for timeliness, quality of service rendered, and results achieved.

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.

Factor Evaluation System (FES)

POSITION EVALUATION SUMMARY

D0752000

PDCN ~~50019000~~

Organization Location: Plans, Scheduling, Documentation/Engine Mgmt Sect

Title, Series and Grade: Production Controller (Aircraft) GS-1152-09

Evaluation Factors	Points Assigned	Standard Used (Bmk #, FL #)	Comments
1. Knowledge Required	950	1-6	
2. Supervisory Controls	275	2-3	
3. Guidelines	275	3-3	
4. Complexity	150	4-3	
5. Scope and Effect	150	5-3	
6. Personal Contacts	---	6-2	
7. Purpose of Contacts	75	7-B	
8. Physical Demands	5	8-1	
9. Work Environment	5	9-1	

SUMMARY:

TOTAL POINTS 1885

GRADE CONVERSION GS-09

Remarks: GS-09 = (1855-2100)
Reference: Production Control Series, GS-1152, TS-114, April 1992.
The position is classified as Production Controller (Aircraft) GS-1152-09.

CLASSIFIER: Andrew E. Kniffin REGION: Eastern DATE: 27Sep93