



**AUTHORIZED FEDERAL SUPPLY SCHEDULE
PRICE LIST
FACILITIES MAINTENANCE AND MANAGEMENT SERVICES**

FSC Group for H and J, Services J099	
811-002	Complete Facilities Maintenance
811-003	Complete Facilities Maintenance

Contract Number: GS-21F-081AA

Period Covered by Contract: 02/12/2013 – 02/11/2018

**General Services Administration
Federal Acquisition Service**

With

**Vectrus Systems Corporation
655 Space Center Drive
Colorado Springs, CO 80915-3604
Phone: 719-673-6323; Fax: 719-591-3694
<http://www.vectrus.com>**

Pricelist current through 11 February 2018.
Products and ordering information in this Authorized Schedule Pricelist are also available
on the GSA Advantage! System (<http://www.gsaadvantage.gov>).



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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

1. SCOPE OF CONTRACT

1a. **811 002 Complete Facilities Maintenance:** This category covers services related to the complete operations, maintenance and repairs of federal facilities and could include green maintenance. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations. Services may include, but are not limited to:

- Cemetery Maintenance
- Laundry Services
- Pest control services
- Janitorial/custodial services, to include collection and disposal of refuse and collection and disposal of recycle materials
- Locksmith services
- Plumbing operations & maintenance
- Electrical services to include: High/low voltage systems and maintenance and repair of exterior electrical distribution system
- Maintenance of energy management control systems (EMCS)
- Refrigeration maintenance
- Elevator inspection and maintenance service
- Maintenance of renewable energy systems
- Repair of water tanks
- Fire alarm system preventive maintenance and repair service
- Maintenance support training and consulting services
- Telephone maintenance
- Fire suppression system preventive maintenance and repair services
- Mechanical and operations maintenance & repair of building systems to include: HVAC, boilers, chillers, etc.
- Tree trimming
- Grounds maintenance - to include: snow removal & landscaping
- Operation and maintenance of water distribution systems and septic systems
- Painting (Davis-Bacon included)

1b. **811 003 Complete Facilities Management Services:** include facilities management and consulting. Services will be management duties including, but not limited to: property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with (IAW) sound and efficient management practices. [For separate SIN requirements not part of integrated facility management systems support such as independent energy management systems, intrusion alarm systems, and guard services, see Schedule 84.]

1c. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. ORDERING, PRICING, AND PAYMENT INFORMATION:

2a. Ordering address:

Vectrus Systems Corporation
655 Space Center Drive
Colorado Springs, CO 80915

Attn: Janet Oliver
Phone: 719-637-6323
Fax: 719-591-3694
Email: janet.oliver@vectrus.com

2b. Ordering procedures for Blanket Purchase Agreements (BPAs): for supplies and services, the ordering procedures, information on BPAs, and sample BPA, can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules).

2c. Payment address:

Vectrus Systems Corporation
ATTN: Treasury
655 Space Center Drive
Colorado Springs, CO 80915

Bank:
JP Morgan Chase
1 Chase Manhattan Plaza
New York, NY 10005

Account: 0154017131
Routing: 021000021

Swift: CHASUS33

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.



The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: 719-637-6323.

2d. Maximum order: The maximum order designated for contracts awarded under this schedule is \$1,000,000.

2e. Minimum order: The minimum order designated for contracts awarded under this schedule is \$100.

2f. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

2g. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

2e. If contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, it will be indicated as N/A. See applicable price list below.

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: 030468243

Block 30: Type of Contractor: C. Large Business

Block 31: Woman-Owned Small Business – No.

Block 37: Contractor's Taxpayer Identification Number (TIN): 221522888.

Block 40: Veteran Owned Small Business (VOSB): No.

4a. CAGE Code: 1D510

4b. Contractor has registered with the Central Contractor Registration Database.

5. **FOB:** TBD on individual task orders.

6. DELIVERY SCHEDULE

6a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
811-002	<u>TBD</u> Days
811-003	<u>TBD</u> Days

6b. **URGENT REQUIREMENTS:** When the FSS contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with (IAW) all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 1 % - 20 days from receipt of invoice or date of acceptance (whichever is later).
- b. Quantity: No discount.
- c. Dollar Volume: No discount.
- d. Other Special Discounts (i.e. Government Education Discounts, etc.): All list prices herein are net, inclusive of offered discounts of 5.35%

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. TERMS AND CONDITIONS:

- 9a. Warranty provision: N/A.
- 9b. Export packing charges, if applicable: N/A.
- 9c. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A.
- 9d. Terms and conditions of rental, maintenance, and repair: N/A.
- 9e. Terms and conditions of installation: N/A.
- 9f. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A.
- 9g. Terms and conditions for any other services: N/A.

- 9e. List of service and distribution points: N/A.
- 9f. List of participating dealers: N/A.
- 9g. Preventive maintenance (if applicable).
- 9h. Special attributes such as environmental attributes: N/A.
- 9i. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: www.Section508.gov/.
- 9j. Registration in SAM: Yes.

10. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- 10a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- 10b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

11. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- 11a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- 11b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- 11c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- 11d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

- 11e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- 11f. Organizational Conflicts of Interest (OCI): Where there may be an OCI as determined by the ordering agency, the Contractor's participation in such order may be restricted IAW with FAR Part 9.5.
- 11g. Documentation/Standards: The Contractor may be requested to provide products or services IAW rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- 11h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- 11i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- 11j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- 11k. Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).
- 11l. Small Business Participation: SBA strongly supports the participation of SB concerns in the Federal Acquisition Service. To enhance SB Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the FSSs, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage![™] on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage![™] and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contains information on a broad array of products and services offered by SB concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established SB goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned SBs among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to SB concerns when two or more items at the same delivered price will satisfy their requirement.



12. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

13. GSA ADVANTAGE!

GSA Advantage! is online, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <http://www.gsaadvantage.gov>

14. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

14a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

14b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

14c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

15. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, IAW all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

16. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

17. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

18. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, uninstallation, and reinstallation services under SIN 132-8 or 132-9.

19. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.



20. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

21. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

PRICE LIST

SINs 811-002 & 811-003	Government Site Rates for CONUS
Position Title	Hourly Rate
Accounting Clerk III	\$ 28.20
Admin, Tech. Order Clerk	\$ 30.04
Administrative Assistant	\$ 33.43
Architectural Engineer (PE)	\$ 72.45
Audio Visual Support Technician III	\$ 41.63
Audio Visual Support Technician III, Lead	\$ 43.52
Bus Aide	\$ 19.71
CE Services Coordinator	\$ 29.50
Civil Engineer	\$ 56.23
Civil Engineer (PE)	\$ 72.45
Civil Engineering Manager	\$ 102.37
Community Center Specialist	\$ 25.69
Computer Services Technician I	\$ 33.85
Computer Services Technician III	\$ 48.06
Computer Services Technician IV	\$ 57.73
Contingency Services Supervisor	\$ 40.43
Contracts Manager	\$ 76.44
Customer Service Lead	\$ 34.25
Data Analyst	\$ 37.41
Deputy Program Manager	\$ 104.34
Dispatcher	\$ 36.46
Drafter/CADD Operator II	\$ 27.31
Education Clerk	\$ 18.88
Education Specialist I	\$ 26.98
Education Specialist II	\$ 29.50
EHS Manager	\$ 70.32
Electrical Engineer	\$ 56.23
Electrical Engineer (PE)	\$ 72.45
Emergency Management Supervisor	\$ 37.25
Engineering Services Supervisor	\$ 60.51
Engineering Technician II	\$ 27.51
Engineering Technician III	\$ 33.24
Engineering/Community Planner	\$ 45.54

Position Title	Hourly Rate
Environmental Supervisor	\$ 45.54
Environmental Technician	\$ 35.45
Family Support Clerk	\$ 26.98
Finance Manager	\$ 70.32
Financial Analyst	\$ 40.43
Fleet Manager/REMS	\$ 40.08
FMO Lead (Supply Technician)	\$ 32.73
General Clerk I	\$ 17.20
General Clerk II	\$ 19.25
General Clerk III	\$ 20.46
General Engineer	\$ 56.23
Graphics Artist I	\$ 32.37
HAZMART Lead	\$ 29.08
Heavy Equipment Mechanic	\$ 27.49
Housing Manager	\$ 45.54
Housing Referral Assistant	\$ 28.38
HR Analyst/Benefits	\$ 36.79
HR Assistant	\$ 27.97
Human Resources Manager	\$ 70.32
Information Systems Manager	\$ 82.55
Information, Referral & Marketing Clerk	\$ 26.98
Inspector (Housing)	\$ 29.23
Inventory Lead	\$ 29.08
IT Inventory Specialist I	\$ 26.87
IT Inventory Specialist II	\$ 34.10
IT Inventory Specialist III, Lead	\$ 43.16
IT Planner II	\$ 47.26
IT Planner III	\$ 57.73
Laborer	\$ 18.58
Laborer, Grounds Maintenance	\$ 19.03
Librarian	\$ 33.49
Librarian Aide/Clerk	\$ 15.38
Library IT Systems Administrator	\$ 28.88
Library Technician	\$ 24.33
Lifeguard	\$ 15.74
Load Team Lead	\$ 34.76

Position Title	Hourly Rate
Load Team Member	\$ 31.78
Logistics Planner	\$ 44.07
Lube, Tire, Battery Worker	\$ 30.35
Management and Systems Branch Supervisor	\$ 45.54
Marketing Clerk	\$ 21.82
Marketing Supervisor	\$ 47.73
Material Expeditor	\$ 30.20
Material Expeditor, Lead	\$ 32.09
Material Management & Distribution Supervisor	\$ 47.73
Mechanic Helper, Gen.	\$ 30.35
Mechanic, Fire Truck	\$ 42.27
Mechanic, General Purpose	\$ 36.46
Mechanic, Small Engine	\$ 36.46
Mechanic, Special Purpose	\$ 38.90
Mechanical Engineer	\$ 56.23
Mechanical Engineer (PE)	\$ 72.45
Mission Support Manager	\$ 76.30
Motor Vehicle Mechanic	\$ 31.13
Munitions Inspector	\$ 34.47
Munitions Supervisor	\$ 40.43
NAF Accounting Clerk	\$ 34.76
NAF Central Cashier	\$ 25.62
NAF General Ledger Clerk	\$ 37.33
Network Engineer	\$ 69.93
Network Technician I	\$ 35.86
Network Technician II	\$ 45.05
Network Technician III, Lead	\$ 59.62
Park Attendant	\$ 26.07
Personnel Specialist I	\$ 25.87
Procedures and Analysis Lead	\$ 29.08
Program Manager	\$ 119.54
Publications and Forms Specialist I	\$ 25.62
Publications and Forms Specialist II	\$ 35.95
Publicist	\$ 33.13
QC/Safety Manager	\$ 70.32
Quality Systems Analyst	\$ 37.41
Real Estate Specialist	\$ 47.73

Position Title	Hourly Rate
Receiving Lead	\$ 29.08
Recreation Aide	\$ 19.39
Recreation Specialist	\$ 24.71
Recreation Specialist, Lead	\$ 26.60
Repair Cycle Lead	\$ 29.08
Researcher/Parts Clerk	\$ 30.04
Resource Manager	\$ 51.80
Resource/Space Manager	\$ 60.67
Secretary I	\$ 20.21
Secretary II	\$ 27.00
Senior Planner/Programmer	\$ 51.80
Services Logistics Technician	\$ 52.07
Services Maintenance Worker	\$ 27.17
Services Manager	\$ 76.44
Stock Clerk	\$ 27.06
Stock Control Lead	\$ 29.08
Subcontracts Administrator	\$ 47.36
Supervisor, Arts & Crafts	\$ 42.62
Supervisor, Awards & Decorations	\$ 42.62
Supervisor, Community Activity Center	\$ 42.62
Supervisor, Customer Service	\$ 42.62
Supervisor, Education & Training Services	\$ 42.62
Supervisor, Family Support Services	\$ 47.73
Supervisor, Fitness Center	\$ 47.73
Supervisor, Outdoor Recreation	\$ 47.73
Supervisor, Special Functions/Interest Requests	\$ 37.25
Supply Chain Manager	\$ 82.55
Supply Technician	\$ 34.25
Surveying Technician	\$ 21.86
Systems Administrator I	\$ 45.05
Systems Administrator II	\$ 57.73
Systems Engineer	\$ 69.93
Telephone Systems Technician II	\$ 34.19
Telephone Systems Technician III	\$ 41.63
Telephone Systems Technician IV	\$ 47.26
Transportation Branch Chief	\$ 57.40

Position Title	Hourly Rate
Vehicle Body Repair/Paint Helper	\$ 30.35
Vehicle Body Repair/Painter	\$ 38.90
Vehicle Maintenance Controller	\$ 38.90
Vehicle Maintenance Leader	\$ 39.35
Vehicle Operations Leader	\$ 38.31
Vehicle Operator, Bus	\$ 33.36
Vehicle Operator, Light	\$ 33.36
Vehicle Operator, Protocol	\$ 33.36
Vehicle Operator, Special Needs Bus	\$ 34.01
Vehicle Operator, Tractor Trailer	\$ 37.20
Vehicle Operator, Wrecker	\$ 34.56
War Readiness Supervisor	\$ 45.54
Warehouse Specialist	\$ 19.40
Web Developer III	\$ 49.19
Wireless Communications Technician III	\$ 41.63
Woodworker	\$ 24.31

POSITION DESCRIPTIONS

PD #	TITLE	Requirements
01013	Accounting Clerk III	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Reviews and processes vendor invoices for payment within the invoice and purchase order terms, and within corporate policy. Processes payments which clear advance accounts within all facets of activity (credit card, employee vouchers, etc.).</p> <p>MAJOR JOB ACTIVITIES: Matches invoices to open purchase orders and agreements, ensures material or services on the invoices have been received for payment. Contacts vendors for additional documentation, as required, to enable payment. Processes invoices for payment within their terms and consistent with corporate policies and procedures. Works with Accounting Technician III, Purchasing Department, vendors, and requisitioners to resolve questions or discrepancies. Reconciles and codes expense vouchers for check processing. Maintains files on pay vouchers. Distributes checks as required. Reconciles and codes American Express bills for Vectrus for monthly payment. Maintains files. Reconciles and codes AT&T calling card hardcopy and computer log files on all personnel. Matches and codes all expenses related to travel billings for Vectrus. Maintains, reconciles and updates information reported on advance account reports. Maintains and updates file on vehicle usage at sites plus a separate file on leased vehicle usage by authorized individuals.</p>
01190	Admin, Tech. Order Clerk	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>POSITION SUMMARY: Supports the office functions of Vehicle Maintenance; which includes, but is not limited to, the role of administrative assistant, word processing, ordering and delivering supplies, document control, maintaining official records, and Technical Order maintenance and upkeep.</p> <p>MAJOR JOB ACTIVITIES: Performs a combination of clerical tasks to support office business, or administrative operations such as maintaining records, receiving, preparing, or verifying documents, searching for and compiling information and data. Must be able to perform direct customer interface for issue resolution and information transfer. Position requires accurate data request, suspense tracking, and organizational skills. Assists in Maintenance Control and Analysis. Performs maintenance data collection, prepares reports according to established procedures, operates the On-Line Vehicle Interactive Management System and performs data entry tasks. Maintains Technical Order and Commercial Manual Libraries using the On-line Interactive Electronic Technical Manual system and commercial sources to procure and update all technical data required for vehicles maintained by Vehicle Maintenance. Monitors all equipment requiring calibration by the Precision Measurement Equipment Laboratory, tracks all required inspections, ensures equipment is inspected when due, and files and maintains all inspection documentation. Monitors, processes, logs, and records all contract repairs required by Vehicle Maintenance. Functional Area Records Manager for Vehicle Maintenance.</p>

PD #	TITLE	Requirements
01020	Administrative Assistant	<p>Minimum Education: HS Minimum Experience: 3 Years</p> <p>POSITION SUMMARY: Provides administrative support to the Program Manager (PM), department managers and staff as directed. Coordinates departmental and functional meetings and other activities for the team. Proactively addresses potential problems in order to ensure an efficient functioning office. Intimately familiar with day-to-day operations of all functional areas within the group. Acts as both an Executive and Group Administrator. Proactively manages phone calls, calendar and travel arrangements for PM and Deputy keeping them on schedule throughout the work day and effectively manages their time.</p> <p>MAJOR JOB ACTIVITIES: Facilitates critical communication between senior leadership and the various departments, clients and government organizations. Provides administrative support to CE, Logistics, Communications, Quality, Contracting, Human Resources, Accounting and Force Support departments. Drafts letters, memos, and emails. Keeps organization chart updated. Develops an understanding of key milestones and deliverables and develops a process to manage the Department suspense program to include tasking suspense's to appropriate function, tracking completion and ensuring proper package is forwarded to PM to meet contractual requirements. Provides meeting support. Prepares agendas, takes notes and distributes meeting minutes and presentations. Tracks action items and communicates status. Maintains the authorized vendor file for Contracts Department and ensures all required paperwork is accurate and up-to-date. Updates weekly calendar to track where key employees will be working during the week. Maintains Customer Satisfaction Survey Program and reconciles monthly report with the government's information. Prepares spreadsheets for the Quality Manager to provide to the department managers with a monthly snapshot of customer satisfaction surveys within their department. Supports PM by creating presentations and maintaining documents such as policies and procedures, newsletters, etc. Interacts with internal and external customers. Responds to inquiries and handles requests for information. May advise others on departmental policies and procedures. Coordinates with Webmaster on content for all related websites within department. Collects content and continuously & proactively monitors all pages and provides updates as necessary. Processes forms and maintains files and records IAW organizational and/or legal requirements. Manages information flow within department and communicates new policies/programs that affect team members. Identifies and escalates recurring problems or complex issues. Takes the initiative to keep Managers informed of issues that may be escalated to them. Coordinates special projects, departmental activities and meetings at the direction of PM or his staff. Serves as the Telephone Custodian Officer, Equipment Inventory Officer, Mail Control Officer. Prepares and submits the associated reports associated with these duties. Assigned as the Functional Area Agreement Coordinator (FAAC) for the location's Support Agreement Program. Maintains copies of all tenant support agreements and ensures the agreements are reviewed for accuracy when requested by the base Support Agreement Manager.</p>

PD #	TITLE	Requirements
13063	Audio Visual Support Technician III	<p>Minimum Education: AA Minimum Experience: 2 Years POSITION SUMMARY: Provide PA and video presentation support for official and base community events. MAJOR JOB ACTIVITIES: Performs A/V installation, design, support, consultation on repair, transportation and technical operation services. Performs a variety of functions relative to audio visual operations including: sound system design, audio visual equipment exhibit installation and support, consultation, repair, contractor selection and monitoring, equipment transportation and operation.</p>
13063	Audio Visual Support Technician III, Lead	<p>Minimum Education: AA Minimum Experience: 3 Years POSITION SUMMARY: Works as the work center lead for the Public Address and Audio Visual Maintenance support for the contract. May be assigned trainer role within the scope of authority. MAJOR JOB ACTIVITIES: Supervise daily tasks for public address/video systems work center and assigned technicians. Directs and coordinates activities of personnel to ensure progress and schedules are on time. Performs initial contact for PA customers; determines type(s) and size(s) of equipment needed for each customer request. Document, track and update any local tracking system or database system for the purpose of workload and metric reporting. Performs PA and video presentation support for official functions, regardless of the time of the functions, when properly requested. Provide stand-alone PA equipment for temporary loan to requesting units. Performs customer training on the set-up, use and return of loaner equipment. Researches and provides assistance on determining equipment upgrades and modernizations. Performs minor installation, troubleshooting, and repairing of audio and visual systems.</p>
31020	Bus Aide	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: The Safety Attendant will assist the driver and passengers to maintain safe and orderly travel on buses transporting students with disabilities and special needs, pre-school students, sure start students and prekindergarten students. The attendant must utilize appropriate communicative skills, present a professional appearance, and be willing to work a flexible schedule. MAJOR JOB ACTIVITIES: Assist students in safe entry and exit. Ensure the students remain seated while the bus is in motion. Ensure students are properly secured and wear seat belts when available. Ensure wheel chairs are secured and locked. Ensure safety practices are observed aboard the bus at all times. Assist the driver by being familiar with each student's drop off location and parent/ guardian. Write disciplinary reports on students as necessary.</p>

PD #	TITLE	Requirements
01320	CE Services Coordinator	<p>Minimum Education: AA Minimum Experience: 2 Years MAJOR JOB ACTIVITIES: This position receives, records, and distributes work orders (WOs) to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares WO and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and WOs, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.</p>
30040	Civil Engineer	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Provide engineering expertise to 70 person operations flight while developing and maintaining infrastructure databases and upgrade plans for pavements, traffic systems, water networks, storm water/ wastewater systems and roof program. MAJOR JOB ACTIVITIES: Update various technical databases, condition assessments and field data for civil networks (60%). Develop projects based on technician's feedback and condition ratings of infrastructure (10%). Create and update plans (20%). Provide technician support through RWP review and other activities (5%). Develop maps to correspond with long-range plans (5%).</p>
30040	Civil Engineer (PE)	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Provides efficient, effective and timely CE expertise supporting the development, design and program management of the facility projects as part of CE Operations' Engineering Services Branch's staff. Interfaces with customer- CE/ contracting management personnel as required to resolve engineering services customer support issues. Accomplishes other administrative tasks as required to ensure effective contractor CE services customer support. MAJOR JOB ACTIVITIES: Complies with guidance provided in AFI 32-1023, Design and Construction Standards and Execution of Facility Construction Projects, in addition to specific contractual guidance, in the accomplishment of design services. Prepares facility project designs to account for all known conditions and constraints, to allow for maximum flexibility, and to ensure adherence to all building codes, regulatory laws and safety standards as contractually defined (5%). Maintains full responsibility for design requirements of all projects except MILCON and projects designed by other agencies IAW base support agreements. Provides functional and technical design reviews, coordination and support for MILCON and projects designed and executed by other. Reviews out-sourced or sub-contracted design and engineering requirements for accuracy and completeness (5%). Identifies and validates project design requirements with all project team members and applicable external organizations (safety, security, ADA and etc.) and the end user to further refine and coordinate project requirements and criteria identified during project programming. Coordinates completed design process with the end user (5%). Completes a thorough design analysis, in conjunction with fellow contracted Engineering Services Branch professional engineers on staff, for all elements of facility projects including but not limited to electrical, mechanical, civil, structural, lighting, communication, architectural, and environmental issues. Provides comprehensive conceptual design, schematic design and design development addressing all known aspects of the work affecting functional requirements, material performance and system selections (20%). Prepares and maintains project design documentation that accurately tracks design sequence and rationale of design decision, parametric cost estimates for various design phases, decisions on building materials and other pertinent project information. Perform on-site inspection of construction projects and write up inspection reports (20%). Ensures accurate and timely updates of master facility drawings and infrastructure maps. Obtains and provides on-going updates of as-built drawings and real property records of base real property facilities and infrastructure. Maintains and provides centralized storage of as-built drawings, construction</p>



		<p>drawings and specifications as well as a search and inventory catalog file for all CADD and Geographic Information System (GIS) files (25%). Works closely with USAF Contracting personnel to ensure requirements supporting USAF-contracting procured construction and renovation projects are expressed accurately and comprehensively in design documents and that work is accomplished to a high level of quality (5%). Participates in meetings as required by Engineering Branch leadership to review project design and construction issues with USAF-Contracting, contracted Construction Management and construction contractors as applicable and facilitates solution (5%). Works closely with, and provides CE expertise if required to, Architectural, Electrical Engineering, Mechanical Engineering Operations' Maintenance Engineering and Planning Section in the review of facility operations and maintenance issues and in the effective accomplishment of contractual energy/ utility management requirements (10%).</p>
<p>Exempt</p>	<p>Civil Engineering Manager</p>	<p>Minimum Education: BS Minimum Experience: 8 Years POSITION SUMMARY: Responsible for CE operations that include maintenance and repair of Real Property (RP), RPIE and Real Property Similar Equipment (RPSE) as listed in the contract. Oversees facilities O&M of remote, foreign located sites to execute design, procure and construction projects using in-house resources or subcontractors. MAJOR JOB ACTIVITIES: Responsible for fire prevention/protection equipment O&M. Develops engineering packages. Interfaces with government POC for engineering and O&M matters. Responsible for the quality and performance of all CE functions. Completes the CE maintenance service report to include: PM tasks not accomplished as per annual maintenance schedule, CM tasks accomplished, the status of all outstanding CM tasks, and the status of identified project requirements. Responsible for the reporting to the USG of PM and/or CM work that cost over \$5000, or for any configuration change to RP, RPSE, and/or RPIE. Submit a completion report within 30 days for all AF Form 332s showing total cost including labor and materials. Maintenance, repair, and overhaul of prime generators, stand-by generators, and all associated power supply equipment IAW manufacturers recommended procedures. Ensure sites are capable of transferring between the prime and stand-by generator systems. Manage, report, and ensure each site has a power availability rating (SPAR) of at least 99% measured IAW the contract. Responsible as part of the FFP portion of the contract, to establish project requirements through the stages of identification, investigation, justification, scope, and preliminary cost estimate separate from maintenance requirements. Develop narratives, sketches, drawings, detailed schedules, list of materials, estimated performance periods and photographs, as required, to support the proposed work. Draft submittals of 332 projects to the Contracting Officer prior to work implementation. Submittals include project justification, background, life cycle costs, and other applicable data. Provide the government with third-party project and/or construction inspection services for separately procured and executed contract work on a cost-reimbursable basis. Services shall include, but are not limited to: maintaining DARs; project coordination (utility outages, site clearances, mission downtime); preliminary and final acceptance inspections (project close-out documentation); and DD Form 1354, Real Property, Transfer and Acceptance of Military, and processing. Performs Annual facilities inspections and prepares detailed inspection report. Develops and implements plan for providing and maintaining a quality supply of fuel for continuous site operations. Manages operations and maintenance for all POL equipment and storage areas meeting the objectives of AFI 23204, Organizational Fuel Tanks. Manage a program to maintain and update the government-provided as-built drawings and related items such as AutoCAD files, maps, plans, sketches, and surveys to meet contract requirements.</p>

24620	Community Center Specialist	<p>Minimum Education: AA Minimum Experience: 3 Years POSITION SUMMARY: Provide life skills education, information, and non-clinical counseling to enhance social competence for individuals, couples, and families, and build resilience skills that assist in navigating a mobile, military lifestyle. Services focus on assisting customers to develop, improve, or remediate interpersonal competencies and social relationship skills throughout the life cycle. Services should complement those offered by other helping agencies, may be offered in individual or group settings, and should reflect the community readiness model by incorporating both on-base and off-base partners as needed.</p> <p>MAJOR JOB ACTIVITIES: Develop and present programs to small and large audiences that enhance the individual's knowledge, skills and abilities to anticipate and meet challenges throughout the various stages of the family life cycle. Individual counseling experience will also be required to provide individuals with the tools necessary to meet special needs. Counseling will be informative (non-clinical) and not therapeutic (clinical) in nature. Additional duties will be assigned as directed by the company to support installation and company requirements. Work directly for the Family Support Branch Chief and will provide proactive family life educational programs and counseling to DoD personnel and families, to include all services and Guard and Reserve members, other eligible uniformed members, military retirees and their eligible family members. Services should complement those offered by other helping agencies, may be offered in individual or group settings, and should reflect the community readiness model by incorporating both on-base and off-base partners as needed. Provide mobility and deployment assistance to help single and married DoD personnel and families meet pre-deployment, sustainment, reintegration, and post-deployment challenges. Work with parents, local school authorities and teachers to assist their understanding of the unique stressors of the children of deployed military. Provide 24-hour on-call crisis management assistance as required by the 42 ABW or AU. Provide 24-hour on-call assistance and support for mobilizations and deployments, Evacuation Reception Centers and evacuees during evacuations, local and national emergencies and disaster response. Maintain and update the data in the following automated data systems: Family Integrated Results and Statistical Tracking (FIRST). Complies with policies, directives, instructions, and procedures. Assists with all non-conformance, corrective, and preventative actions. Provides support for special functions, special interest events, and projects. Assists in general housekeeping of common areas and work area/center. Performs additional duties as assigned IAW contractual, functional, and mission requirements.</p>
14103	Computer Services Technician III	<p>Minimum Education: AA Minimum Experience: 4 Years POSITION SUMMARY: Responsible for implementing activities of technology projects and tasks to ensure goals are accomplished.</p> <p>MAJOR JOB ACTIVITIES: Responsible for interfacing directly with the customer about their technical issues. Uses the trouble ticket system to input tickets, update tickets, track progress of the issue resolution, and updating the customer on the resolution progress. Performs repairs on computer hardware and coordinates with computer manufacturers for replacement of defective equipment. Troubleshoots software/hardware issues for the customer. Installs software patches required to safeguard base machines from viruses and other malicious code. Works on plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocations of available resources. Prepares status reports, metrics and keeps management, clients, and others informed of status. Assists other team members in the resolution of technical issues. Provides input and possible solutions to less experienced members of the team. Installs, modifies, troubleshoots and repairs computer hardware, peripheral equipment, and software systems. Provides user connectivity to the</p>

		<p>local area network using knowledge of related computer hardware, software and local area network architecture. Assists users in operating IT equipment, provides technical assistance and training and recommends minor remedial actions. Configures and maintains IT equipment in accordance with established practices and guidelines, including existing constraints and directives imposed by the Air Force for network systems. Assists in developing a plan of action for large projects. Responsible for implementation of key portions of project plans. Ensures all applicable IT equipment is current with the latest anti-virus and security vulnerability updates. Educates customers on Software/Hardware specific issues.</p>
14103	Computer Services Technician IV	<p>Minimum Education: AA Minimum Experience: 6 Years POSITION SUMMARY: Responsible for implementing activities of technology projects and tasks to ensure goals are accomplished. MAJOR JOB ACTIVITIES: Interfaces directly with the customer about their technical issues. Uses the trouble ticket system to input tickets, update tickets, track progress of the issue resolution, and updating the customer on the resolution progress. Performs repairs on computer hardware and coordinates with computer manufacturers for replacement of defective equipment. Troubleshoots software/hardware issues for the customer. Installs software patches required to safeguard base machines from viruses and other malicious code. Works on plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocations of available resources. Prepares status reports, metrics and keeps management, clients, and others informed of status. Assists other team members in the resolution of technical issues. Provides input and possible solutions to less experienced members of the team. Installs, modifies, troubleshoots and repairs computer hardware, peripheral equipment, and software systems. Provides user connectivity to the local area network using knowledge of related computer hardware, software and local area network architecture. Assists users in operating IT equipment, provides technical assistance and training and recommends minor remedial actions. Configures and maintains IT equipment in accordance with established practices and guidelines, including existing constraints and directives imposed by the Air Force for network systems. Assists team lead in developing a plan of action for large projects. Responsible for implementation of key portions of project plans. Confers with team lead, management and customers to provide technical advice and resolve problems. Coordinates and responds to requests for changes from original specifications. Monitors results against technical specifications. Maintains technical documentation. Ensures all applicable IT equipment is current with the latest anti-virus and security vulnerability updates. Educates customers on Software/Hardware specific issues.</p>



<p>Exempt</p>	<p>Contingency Services Supervisor</p>	<p>Minimum Education: BS Minimum Experience: 4 Years POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff of four personnel regarding the proper receipt, storage and issue of USAF supplies and equipment supporting program contingency requirements. Interfaces with customer logistics and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. Ensures proper receipt, accountability, inventory, storage and issue of USAF supplies and equipment particularly regarding hazardous and security requirements. Accomplishes other leadership and administrative tasks as required to ensure effective contractor logistics support to the program. MAJOR JOB ACTIVITIES: Stores, maintains and issues mobility bags (MOBAGS), small arms and associated mobility items. Ensures accurate and timely MOBAG and spare components accountability in the USAF-legacy Mobility Inventory Control Accountability System (MICAS). Inventories and replenishes all mobility assets upon turn-in after use. Assists the War Readiness Branch Chief in the management of the USAF War-Consumable Distribution Objective (WCDO) program and War-Readiness Material Program. Directly supervises Contingency Services and Munitions Section Supervisors providing overall guidance and ensuring effective execution of operational logistics customer support. Manages the assembly, inventory and issue of the program's Mission Readiness Spares Packages (MSRP) in support of contingency requirements. Ensures proper stock level for all MSRP's. Performs contingency reporting to USAF higher headquarters as required. Effectively utilizes Standard Base Supply System (SBSS) and other applicable USAF legacy systems/processes in the accomplishment of war readiness supply customer support logistics requirements. Provides supply support during contingency operations, including the capability to provide 24/7 support if required. Ensures compliance with USAF hazardous material and security requirements regarding the handling of contingency supplies and equipment.</p>
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Exempt	Contracts Manager	<p>Minimum Education: BS Minimum Experience: 4 Years</p> <p>POSITION SUMMARY: Responsible for the management of project operations as they relate to the business aspects of the contract which include contract/subcontract administration, procurement, and formal company/customer contract interfaces. Responsible for all interpretations of the contract section of the proposal, negotiations, and contract amendments. Is the initial POC for all contractual communications with the customer, and Legal Department. Manages routine proposals and contracts. Supervises the PMO Buyer/Subcontracts Administrator. Performs purchase and subcontract administration in the absence of the Administrator.</p> <p>MAJOR JOB ACTIVITIES: Ensures that proposal plans and approaches of the Administrative Volume of a proposal meet the contractual requirements of the RFP and FAR. Coordinates with the Cost Estimator to define cost formulations and summaries; coordinates in developing management review presentations; coordinates final management approval and signature of the offer; validates the cost volume, contents support data, volume control, distribution, and audit support. Leads customer negotiations; makes recommendation to management to execute contractual documents; warranties assurance to the customer all particulars in connection with a contract. Is responsible for post-award communications with the customer contract personnel on all contract matters. Establishes and implements procedures for contract correspondence and documentation, contract modification, and negotiation and monitors contract performance. Advises PM on all matters pertaining to contract and subcontract management. Defines subcontractor obligations, ensuring compliance with contract requirements. Acts as focal point between customer and Government for contract scheduling, procurements and related administrative actions.</p>
24620	Customer Service Lead	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Provides supervisory roles and responsibilities for the processing of awards, decorations, and a variety of products and services in both civilian and military personnel data systems for internal and external customers (to include senior military and civilian leaders). Interfaces with customer mission support and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements.</p> <p>MAJOR JOB ACTIVITIES: Provides oversight for the management of the recognition program for military and DOD civilian personnel. Ensures recommendations for a decoration or award are accurately completed, staffed to approval authority, award elements completed; suspense's met, and forwarded for computer updating and presentation (35%). Ensures award and decoration program guidance received from USAF higher headquarters is disseminated through various multi-media avenues available to include base newspaper, base bulletin, base E-mail system, E-mails to commanders and their support staffs, and other appropriate forums (10%). Ensures assistance is provided to customers in preparing, drafting, and processing special non-standard and non-recurring awards i.e., Humanitarian Service Medal and Voluntary Service Medal (5%). Provides oversight to database managers and analysts supporting assigned units utilizing a variety of USAF legacy military and civilian personnel systems to include the Military Personnel Data System (MILPDS), Defense Civilian Personnel Data System (DCPDS) and others (30%). Ensures that the Military Personnel section and Civilian Personnel section and other functional activities receive hands-on, web-based and military/civilian broadcast VTC training on interpreting and understanding MILPDS and DCPDS systems, including implementing modifications and guidance to maintain system continuity(10%). Ensures production of products from MILPDS/DCPDS databases are properly scheduled, developed and delivered to the requesting agency; also ensures appropriate follow up for products/services is conducted (10%).</p>
14100	Data Analyst	<p>Minimum Education: AA Minimum Experience: 3 Years</p> <p>MAJOR JOB ACTIVITIES: Analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. Develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents</p>

		to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. May also write the computer programs.
Exempt	Deputy Program Manager	<p>Minimum Education: BS Minimum Experience: 8 Years</p> <p>POSITION SUMMARY: Assists in the operation and daily management of a multiple site or task order contract. Works on solutions exercising independent judgment in developing methods, techniques and evaluation criteria for obtaining results for total program at the direction of the PM. May plan, organize, direct and control the activities of selected sites and/or selected missions. Acts as the PM in his absence with full responsibility and authority.</p> <p>MAJOR JOB ACTIVITIES: Assists in all operations aspects of contract including cost management, schedule management, data management, proposal activity and other related operations activities. Serves as alternate liaison with current and prospective program customers. Determines need and provides training for personnel to implement and complete projects as directed by the PM. Participates in various program meeting/ reviews and participates in formal briefings to both Customers and Corporate management personnel. Generates various reports/deliverables including monthly program status reports to the appropriate management personnel as required by the PM. Implements enterprise tools to ensure all features and benefits of the management system function to the fullest extent possible.</p>
01060	Dispatcher	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: To assign requested motor vehicles and drivers for conveyance of freight and/or passengers.</p> <p>MAJOR JOB ACTIVITIES: Receive requests for transportation from customers; record taxi requests on forms, logs, and in appropriate computer programs. Provide information to drivers to enable pickup of customers; control usage of radio taxis to ensure maximum coverage of base areas with minimum delays; coordinate radio taxi operations with bus operations to provide inter-area connections; and ensure proper radio discipline usage is maintained. Prepare correspondence, reports, and maintains records. Operate vehicles as directed. Compiles list of available vehicles. Assign vehicles according to factors such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Briefs customers receiving vehicles any special instructions as well as how to properly control and utilize the Government Fleet Fuel Credit Card. Investigate and report overdue vehicles. May maintain record of mileage, fuel used, repairs made and other expenses. Establish service and/or delivery routes best suited for drivers. May supervise loading and unloading of vehicles. Issue equipment to the drivers such as hand trucks, dollies and blankets. Use a two way radio to direct activities to drivers. Assign helpers to drivers as needed.</p>



<p>30062</p>	<p>Drafter / CADD Operator II</p>	<p>Minimum Education: HS Minimum Experience: 1 Year MAJOR DUTIES: The Drafter / CADD Operator II prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product. Typical assignments include: preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.</p>
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01111	Education Clerk	<p>Minimum Education: HS Minimum Experience: None POSITION SUMMARY: The education clerk performs responsible clerical work in an office or business operation. Assists with the performance of tasks which require basic knowledge of applicable instructions and procedures pertinent to the Air Force Education Services Program to include: Tuition Assistance (TA) Program; Air Force Automated Education Management System (AFAEMS); MilPDS; Career Development Student Assistance Registrar (CDSAR); Air Force Virtual Education Center (AFVEC); Community College of the Air Force (CCAF); Enlisted and Officer Non-Resident Professional Military Education (PME) Program; On-Base Testing Program; Department of Veteran Affairs (VA) and other financial aid programs. MAJOR JOB ACTIVITIES: Receives and directs telephone calls and visitors to the appropriate staff or office. Routes and distributes mail to the appropriate offices and individuals. Coordinates and schedules appointments (to include, but not limited to counseling and testing). Assists with receiving, processing, and eligibility verification of both on-line and hard copy requests for TA and other affiliated documents to support the TA Program. Assists with updating and recording personnel information/transactions in the AFAEMS and MilPDS. Assists with non-resident PME enrollment requests and information retrieval using the CDSAR. Assists with the processing of requests for CCAF Web Progress Reports, CCAF and official college transcripts. Assists with maintaining educational data in the AFAEMS and MilPDS providing statistical information on programs and operations. Develops flyers, pamphlets, and multimedia materials to promote and inform of educational and related programs. Maintains files of correspondence, directives, instructions, and other publications. Performs receptionist or clerical duties, to include: Preparing and processing correspondence, reports, and forms; operating office equipment (e.g. fax, photocopy, or scanner machine); helping customers and answering telephones. Complies with policies, directives, instructions, and procedures. Assists with all non-conformance, corrective, and preventative actions. Provides support for special functions, special interest events, and projects. Assists in general housekeeping of common areas and work area/center.</p>
01111	Education Specialist I	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: Performs tasks which require knowledge of applicable instructions and procedures pertinent to the Air Force Education Services Program to include: Tuition Assistance (TA) Program; Air Force Automated Education Management System (AFAEMS); MilPDS; Career Development Student Assistance Registrar (CDSAR); Air Force Virtual Education Center (AFVEC); CCAF; Enlisted and Officer Non-Resident PME Program; On-Base Testing Program; Department of VA and other financial aid programs. MAJOR JOB ACTIVITIES: Receives, processes, verifies eligibility, and approves/disapproves requests for TA and other affiliated documents to support the TA Program. Initiate/ update/ record personnel information/transactions in the AFAEMS and MilPDS. Assists with non-resident PME enrollment requests and information retrieval using the CDSAR. Processes requests for CCAF Web Progress Reports, CCAF and official college transcripts. Assists with maintaining educational data in the AFAEMS and providing statistical information on programs and operations. Provides timely and up-to-date information concerning educational and career development opportunities using the AFVEC and other media to include, but not limited to the base newspaper, bulletin, and base</p>



		<p>marquees. Develops flyers, pamphlets, and multimedia materials to promote and inform of educational and related programs. Assists with preparation/conducting of educational briefings for groups or units to promote educational programs. Receives and directs telephone calls and visitors to the appropriate staff or office. Coordinates and schedules appointments (to include, but not limited to counseling and testing). Routes and distributes mail to the appropriate offices and individuals. Some receptionist or clerical duties may be performed, to include: preparing and processing correspondence, reports, and forms; operating office equipment (i.e., computer, printer, fax, photocopy, or scanner machine); helping customers and answering telephones. Maintain files of correspondence, directives, instructions, and other publications. Complies with policies, directives, instructions, and procedures. Assists with all non-conformance, corrective, and preventative actions as directed. Provides the necessary assistance and support for special functions, special interest events, and projects. Assists in general housekeeping of common areas and work area/center.</p>
Exempt	EHS Manager	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Supervises the EHS Management function. Prepares, coordinates, implements, and monitors EHS policies, plans, and procedures to ensure the maximum safety of personnel, equipment, the environment, and property. MAJOR JOB ACTIVITIES: Provides technical safety guidance, training, and assistance to employees and supervisors. Develops and implements safety and environmental doctrine and procedures. Serves as liaison between ITT and other agencies on environmental and cultural and natural resource matters. Chairs ITT’s EHS Committee. Oversees the project’s ISO 14001 program. Arranges for the testing, evaluation, and measurement of hazardous conditions in the working environment. Arranges medical examination or reexamination of employees to determine their continued fitness for work in special areas or under specific hazardous conditions. Arranges for periodic reexamination of employees whose duties require exposure to harmful or hazardous materials. Evaluates safety through recurring inspection, analysis, and evaluation processes. Prepares, coordinates, implements, and monitors safety programs to assure compliance with internal safety directives and the safety policies for the safety of employees. Evaluates safe work practices and standards to determine the adequacy of safety programs to assure a safe working environment at all project activities and work sites. Determines the appropriate protective clothing and equipment to ensure the safety of individuals, equipment, and property. Conducts analysis of accident causes and prepares related statistical data and reports. Maintains safety and accident files and reports. Monitors and provides special safety training and instruction. Attends and monitors shop safety council meetings and provides technical assistance and advice as appropriate. Tags out or removes from service defective equipment until it is repaired or replaced. Conducts follow up inspections to assure correction of hazards. Investigates accidents or conditions resulting in employee injury or illness and recommends appropriate remedial action to prevent recurrence. Develop, implement, and maintain site-specific Environmental Protection Plans (EPP) as required. Notify the CO of all pollution incidents. Attain program objectives through conformance with OSHA, executive orders, TOs, and all host nation ES&H requirements.</p>
47050	Electrical Engineer	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Provides electrical engineering expertise supporting the facility operations and maintenance and utility management requirements as part of the Maintenance Engineering and Planning Section staff supporting contracted CE Operations. Works under the supervision of the Maintenance Engineering and Planning Section Chief, a fellow professional engineer. Interfaces with customer-CE/ contracting management personnel as required to resolve CE operations and maintenance customer support issues. Accomplishes other administrative tasks as required to ensure effective contractor CE operations and maintenance customer support. MAJOR JOB ACTIVITIES: Provides electrical engineering expertise supporting facility operations and maintenance requirements and electrical programs for program. This includes but is not limited to electrical distribution, airfield lighting, corrosion control, industrial water treatment, alarm maintenance, and intrusion detection system programs. Works closely with, and provides electrical engineering expertise if required to, CE Operations’ Engineering Services Branch in the design,</p>



		<p>planning and review the construction and facility renovation projects. Reviews utility consumption data and works closely with Operations and Maintenance Branch staffing to fulfill contractual utility/energy management requirements. Complies with guidance provided in Air Force Pamphlet, 32-1004, Volume II, Working in the Operations Flight, Maintenance Engineering in addition to specific contractual guidance.</p>
47050	Electrical Engineer (PE)	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Provides efficient, effective and timely electrical engineering expertise, to include but not limited to, electrical distribution, airfield lighting, corrosion control, industrial water treatment, alarm maintenance, and intrusion detection system programs, supporting the development, design and program management of facility projects as part of CE Operations' Engineering Services Branch's staff. Interfaces with customer-CE/ contracting management personnel as required resolving engineering services customer support issues. Accomplishes other administrative tasks as required to ensure effective contractor CE services customer support. MAJOR JOB ACTIVITIES: Complies with guidance provided in AFI 32-1023, Design and Construction Standards and Execution of Facility Construction Projects, in addition to specific contractual guidance, in the accomplishment of design services. Prepares facility project designs to account for all known conditions and constraints, to allow for maximum flexibility, and to ensure adherence to all building codes, regulatory laws and safety standards as contractually defined. Maintains full responsibility for design requirements of all projects except MILCON and projects designed by other agencies in accordance with base support agreements. Provides functional and technical design reviews, coordination and support for MILCON and projects designed and executed by other. Reviews out-sourced or sub-contracted design and engineering requirements for accuracy and completeness. Identifies and validates project design requirements with all project team members and applicable external organizations (safety, security, etc.) and the end user to further refine and coordinate project requirements and criteria identified during project programming. Coordinates completed design process with the end user. Completes a thorough design analysis, in conjunction with fellow contracted Engineering Services Branch professional engineers on staff, for all elements of facility projects including but not limited to electrical, mechanical, civil, structural, lighting, communication, architectural, and environmental issues. Provides comprehensive conceptual design, schematic design and design development addressing all known aspects of the work affecting functional requirements, material performance and system selections. Prepares and maintains project design documentation that accurately tracks design sequence and rationale of design decision, parametric cost estimates for various design phases, decisions on building materials and other pertinent project information. Provides necessary construction documents (drawing, specification, cost estimates and other required documents) using automated tools such as CADD, word processing, spreadsheet and other applicable automated systems. Ensures accurate and timely updates of master facility drawings and infrastructure maps. Obtains and provides on-going updates of as-built drawings and real property records of base real property facilities and infrastructure. Maintains and provides centralized storage of as-built drawings, construction drawings and specifications for projects as well as a search and inventory catalog file for all CADD and Geographic Information System (GIS) files. Works closely with USAF Contracting personnel to ensure requirements supporting construction and renovation projects are expressed accurately and comprehensively in design documents and that work is accomplished to a high level of quality. Participates in meetings as required by Engineering Branch leadership to review project design and construction issues with USAF-Contracting, contracted Construction Management and construction contractors as applicable and facilitates solution. Works closely with, and provides electrical engineering expertise if required to, CE Operations' Maintenance Engineering and Planning Section in the review of facility operations and maintenance issues and in the effective accomplishment of contractual energy/ utility management requirements.</p>
Exempt	Emergency Management Supervisor	<p>Minimum Education: BS Minimum Experience: 2 Years POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff of six personnel responsible for managing integrated emergency management processes. Ensures Emergency Management is addressed in all emergency support plans developed in support of military responses to major accidents, natural disasters, conventional and terrorist attacks. Interfaces with CE</p>



		<p>contracting management personnel, and to contractor-program management personnel, as required to resolve operational emergency management customer support issues. Manages and operates the Emergency Operations Center before, during, and after emergency situations. Accomplishes other leadership and administrative tasks as required, to ensure effective contractor emergency management customer support.</p> <p>MAJOR JOB ACTIVITIES: Provides integrated emergency management planning and training IAW with requirements provided in AFI 10-2501, Air Force Emergency Planning Programs and Operations for the community to facilitate response capabilities to major accidents, natural disasters, conventional or terrorist attacks that protects life and property and minimizes loss of operational capability (55%). Performs as the Emergency Operations Center (EOC) Manager and ensures the EOC is equipped and manned to support the remaining Disaster Response Force (DRF) operations, providing continuous operations during emergency response and the ability to disseminate threat and emergency action information, disaster cordon evacuation instructions, and other emergency information to required organizational elements (15%). Provides a broad spectrum of emergency management training to applicable populace to include Unit Emergency Management Representative, Base Emergency Preparedness Orientation, Shelter Management Team, and Disaster Response Force training (10%). Provides training in Chemical, Biological, Radiological, and Nuclear (CBRN) warfare defense to individuals postured for mobility or tasked to deploy to a medium or high threat area (7.5%). Establishes and manages a Personnel Shelter Program. Ensures the base population is familiar with shelter locations and procedures. Stocks shelters with required supplies/equipment and activates and closes shelters at appropriate times (5%). Works with civil authorities, regional DoD agencies and local military and civilian response authorities to evaluate their resources and to coordinate mutual support agreements where applicable (5%). Provides functional expertise for the planning and conducting of Major Accident Response Exercises (MARE) and Natural Disaster Response Exercises (NDRE) conducted by leadership. Provides evaluators to the installation Exercise Evaluation Team (EET) (2.5%).</p>
<p>Exempt</p>	<p>Engineering Services Supervisor</p>	<p>Minimum Education: BS Minimum Experience: 6 Years</p> <p>POSITION SUMMARY: Provides leadership and direction in managing a section of 15-20 engineers, architects, technicians (to include CADD and GIS operators) to achieve design and construction services for approximately ten million dollars per year in construction and renovation to support. Provides efficient, effective and timely architectural engineering expertise supporting the development, design and program management of facility projects as part of CE’s Engineering Services staff. Interfaces with customer- CE/ contracting management personnel as required resolving engineering services customer support issues. Accomplishes other administrative tasks as required to ensure effective contractor CE services customer support.</p> <p>MAJOR JOB ACTIVITIES: Provide guidance and direction to meet standards and expectations of Engineering Services under the contract for support. Leads the engineering section of the CE Department to meet contract requirements. Includes providing information through briefings, updates, email and other methods to government personnel and senior leaders on the timely and accurate accomplishment of engineering projects (50%). Complies with guidance provided in AFI 32-1023, Design and Construction Standards and Execution of Facility Construction Projects, in addition to specific contractual guidance, in the accomplishment of design services. Prepares facility project designs to account for all known conditions and constraints, to allow for maximum flexibility, and to ensure adherence to all building codes, regulatory laws and safety standards as contractually defined. Identifies and validates project design requirements with all project team members and applicable external organizations (safety, security, etc.) and the end user to further refine and coordinate project requirements and criteria identified during project programming. Coordinates completed design process with the end user. Ensures projects meet or exceed customer expectations (10%). Manages the program using in-house resources or contracts for A/E firms support on key projects. Oversees and validates contracted A/E firms for accurate costs and timely submission of design to meet required timelines. Reviews out-sourced or sub-contracted design and engineering requirements for accuracy and completeness (10%). Maintains full responsibility for design requirements of all projects except MILCON and projects designed by other agencies IAW base support agreements. Provides functional and technical design reviews, coordination and support for MILCON and projects</p>

		<p>designed and executed by other (10%). Prepares and maintains project design documentation that accurately tracks design sequence and rationale of design decision, parametric cost estimates for various design phases, decisions on building materials and other pertinent project information (5%). Ensures accurate and timely updates of master facility drawings and infrastructure maps. Obtains and provides on-going updates of as-built drawings and real property records of base real property facilities and infrastructure. Maintains and provides centralized storage of as-built drawings, construction drawings and specifications for projects as well as a search and inventory catalog file for all CADD and Geographic Information System (GIS) files (5%). Works closely with USAF Contracting personnel to ensure requirements supporting construction and renovation projects are expressed accurately and comprehensively in design documents and that work is accomplished to a high level of quality (5%). Participates in meetings as required by CE Department leadership to review project design and construction issues with USAF-Contracting, contracted Construction Management and construction contractors as applicable and facilitates solution (5%).</p>
30082	Engineering Technician II	<p>Minimum Education: HS Minimum Experience: 2 Years POSITION SUMMARY: The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. MAJOR JOB ACTIVITIES: Perform and document annual inspections on each facility to identify repair and maintenance needs as well as to assess the effectiveness of the preventive maintenance program. Develop measures to prevent facility deterioration, and to prolong the life of RPIE. Identify and document issues that require attention. Manage and coordinate all service contracts including but not limited to, elevator maintenance, oil & water separators, grease trap and appliance repair. Includes inspection of contractor work and quality assurance, budget management, scheduling and customer coordination. Provide engineering support to maintenance engineers including database management, condition surveys and inventories.</p>
30083	Engineering Technician III	<p>Minimum Education: AA Minimum Experience: 2 Years POSITION SUMMARY: The Engineering Tech III provides operational and technical support for CE to meet the requirements of the contract. The Project Tech supports the Engineering Section in its day to day business processes associated with CES/CE requirements. These processes support the successful accomplishment of contract design and construction projects and other tasked engineering related activities. MAJOR JOB ACTIVITIES: Complies with guidance provided in AFI 32-1023, Design and Construction Standards and Execution of Facility Construction Projects, in addition to specific contractual guidance in the accomplishment of design and construction services. Meet with A&E firms and user to constraints, to allow for maximum flexibility, and to ensure adherence to all building codes, regulatory laws and safety standards as contractually defined. Identifies and validates project design requirements with all project team members and applicable external organizations (safety, security, etc.) and user to further refine and coordinate project requirements and criteria identified during project programming. Write A&E design SOW and cost estimates using Programming documents and send to contracting for procurement. Coordinates completed design process with the end user. Participates in meetings as required to review project design and construction issues with USAF Contracting, and contracted construction contractors as applicable and facilitates solutions. Provide construction management services and inspections to ensure compliance with contract documents and approved submittals. Ensure building codes, regulatory laws, and safety standards are met. Ensure contract submittals are reviewed and approved and fully document the review and approval. Provide through review and report contract progress according to the project schedule and validate contractor invoices for progress payments. Maintain a project folder to include but not limited to comprehensive daily entries, construction inspection records and coordinated digging permits. Coordinate and schedule all utility outages, road closures and facility disruptions to minimize impact to customers and other base organizations and report to base populous through available resources. Provide customers status on their projects in a timely fashion. Process and / or review all requests for contract clarifications or modifications, recommend approval/ disapproval and submit</p>



		<p>documentation to procurement activity in a timely manner. Support and assist in modification price negotiations; prepare technical documentation and funding documentation as required by procurement activity. Provide and coordinate closeout documentation and acceptance forms to all appropriate office, including USAF Contracting, real property office, environmental office and Operations and Maintenance shops. Receive, review and distribute required O&M manuals on installed equipment. Coordinate and schedule building systems training and O&M training with all responsible organizations. Receive, review and ensure coordination of all “as built” documentation. Works closely with CE craftsmen in the review of facility operations and maintenance issues. Provides document control for correspondence associated with facility design and construction projects to include maintaining logs to track all shop drawings and submittals submitted for approval, and returns them to contracting when completed. For those disapproved, continue to track them until resubmitted. Sends out projects to include MILCON for review and monitors the review process to include being able to identify those offices who have not completed the required reviews. Responsible for contacting those offices who have not completed required reviews in a timely manner. Serve as the POC for all MILCON projects. Assist contacted A&E firms, COE and users to set up meetings, re-files project folders, write specifications and reports, makes copies of CDs, plans, specification and delivering them to contracting when required.</p>
13062	Engineering / Community Planner	<p>Minimum Education: BS Minimum Experience: 2 Years POSITION SUMMARY: Provides community planning expertise supporting the development and execution of facility projects as part of CE Operations’ Engineering Services Branch’s staff. Interfaces with customer- CE/ contracting management personnel as required resolving engineering services customer support issues. Ensure effective contractor CE services customer support. MAJOR JOB ACTIVITIES: Works with Engineering Services Branch staff in developing maintaining and implementing appropriate comprehensive planning documents to optimize facility investments in support of installation mission requirements. Provides planning expertise IAW contractual requirements and the guidance in AFI 32-7062, Air Force Comprehensive Planning. Develops and maintains the Base General Plan and Components Plans as defined in AFI 32-7062 and ensures the plans are reviewed annually and updated as changes occur. Ensures coordination and approval of new and revised plans by all affected organizations. Identifies, maintains coordinates and obtains approval for facility siting IAW with the Base General Plan. Ensure that explosive safety, airfield safety, environmental siting constraints and security requirements are met. Participates with leadership and the contracted Airfield Manager in the annual airfield and airspace criteria waiver review and airfield certification requirement. Manages and updates permanent and temporary airfield and airspace criteria waivers in accordance with governing publications. Prepares, submits and obtains timely approval of annual airfield and airspace criteria waiver packages. Ensures temporary criteria waivers are obtained before the start of construction projects and ensures airfield construction projects are phased IAW governing guidance. Manages the Air Installation Compatibility Use Zone (AICUZ) program, working with Safety, Bioenvironmental Engineering, Airfield Operations and Management, and flying units to evaluate the AICUZ study and update as required. Conduct formal evaluations every two years, or as required. Manages and maintains the program and acts as the GEOBASE primary POC for all GEOBASE issues. Keeps the program and data bases current. Ensures the information in the Common Installation Picture (CIP) is accurate and maintained IAW USAF higher headquarters standards and guidance. Works intimately with the Engineering Services Branch’s Senior Planner/Programmer to ensure USAF and civil community planning requirements are complied with as they affect facility projects.</p>
Exempt	Environmental Supervisor	<p>Minimum Education: BS Minimum Experience: 2 Years POSITION SUMMARY: Provides environmental supervision and PWS services in the following areas: hazardous material, hazardous waste, solid waste, recycling programs, petroleum, oil and lubricants (POL), pesticides, spill prevention and response planning, above ground storage tanks and underground storage tanks. Executes a comprehensive environmental management program for the program. The program shall ensure that all tenant, contractor, and unit operations fully comply with installation environmental policies, all applicable laws and regulations and “Mandatory Publications” that govern environmental areas of the contract.</p>



		<p>MAJOR JOB ACTIVITIES: Execute an environmental services program to include: provide the personnel and equipment necessary to meet the monitoring, training, testing, spill response, waste collection, pesticide application and other work requirements. Implementation and oversight of Environmental PWS, SOPs, and hazardous material management plans for all installation facilities and tenant units. Inspect and provide guidance on safe storage and handling of hazardous materials and hazardous waste. Maintain Installation Master Chemical Inventory of hazardous materials. Maintain Installation Safety Data Sheets (SDS) Inventory. Inspect and provide guidance on identification and labeling of hazardous materials and hazardous waste. Inspect and provide guidance on hazardous materials classification and segregation. Take follow-up and corrective actions for deficiencies noted. Distribute HWAPs and associated material requirements to all tenants that generate waste and maintain required documentation. Educate and train installation personnel in the proper turn-in and documentation procedures for hazardous materials and hazardous waste. Conduct operations of the Hazardous Waste Storage Facility to include receive, store and submit for disposal hazardous materials and hazardous waste from tenant units. Organize/segregate hazardous materials/waste according to hazmat class. Maintain the Chemical Inventory/ SDS files for each storage bay. Conduct weekly inspections to ensure proper safety and storage of all hazardous materials stored. Complete all documentation, marking and labeling of hazardous materials. Complete all documentation for disposal of hazardous waste. Complete documentation for the reutilization and reissue of hazardous materials. Conduct recycling procedures and documentation of all recyclable/reusable materials. Conduct environmental protection and comply with applicable regulations. Coordinate and assist installation and all tenant units with environmental needs as required. Wear and maintain required Personal Protective Equipment (PPE) as applicable. Manage and conduct monthly and non-routine environmental inspections of all installation facilities. Manage and conduct inspections of Hazardous Waste Accumulation Points (HWAPs) throughout the installation. Manage and conduct operations of the Installation Hazardous Waste Storage Facility. Manage results of inspections and maintain associated documentation and files. Manage follow-up and corrective actions for deficiencies noted. Manage/conduct environmental & safety training to all tenant units handling hazardous wastes and hazardous materials. Manage and participate in Installation Spill Response Team. Management and Administration. Training. Accident Investigation and Reporting. Provide a safe and secure workplace. Set the example for respect, responsibility, and integrity. Provide operational guidance to ensure compliance with the PWS while delivering results. Create a positive environment that is fair, inclusive, and ethical. Inspire and motivate employees by recognizing achievement. Counsel, coach, and mentor.</p>
30090	Environmental Technician	<p>Minimum Education: AA Minimum Experience: 3 Years POSITION SUMMARY: Provides technical oversight and functional expertise regarding USAF and AETC environmental programs and operations and its properties. This non-supervisory position reports to the environmental manager. Responsibilities include management, reporting, inspection, documentation and evaluation of the AF Natural Resources Program and AF Environmental Impact Analysis Process (EIAP). MAJOR JOB ACTIVITIES: NATURAL RESOURCES (20%). Manage location's Natural Resources Program IAW all applicable Federal, State, local and Air Force regulations. Provide oversight to base agencies, organizations, applicable tenant organizations and contractors in all areas of natural resources management. Ensure base compliance with environmental laws affecting natural resources, including, but not limited to: Clean Air Act, Clean Water Act, CEQ regulations, Endangered Species Act, Sikes Act, Fish and Wildlife Conservation Act, Migratory Bird Conservation Act, National Environmental Policy Act, and numerous other Executive Orders and statutes. Oversee and maintain surveys and inventories of natural resources on the installation, including: flora, fauna, natural communities, threatened or endangered species, floodplains, wetlands, protected Waters of the U.S., etc. Review work orders, CE projects, and other proposed actions for proper compliance and potential natural resource protection issues. Contribute natural resources information for environmental documentation such as environmental assessments and environmental impact statements. Conduct periodic surveys/inspections of base</p>

wetlands, waterways and other areas of special environmental interest to ensure proper conservation measures are implemented. Interface with Natural Resource Personnel as needed for natural resource management issues affecting the leased Recreation Area. Maintain and submit documentation concerning the base Natural Resources Program. Produce or oversee development of the installation Natural Resources Plan. Review and update as required. Respond to required Data Calls and other appropriate requests for information. Identify the need for natural resources regulatory permits under the Clean Water Act and other legislation. Advise and assist base personnel with permitting requirements, and verify that proper permitting is in place for construction projects or other installation activities. Carry out base level and interagency coordination regarding location's Natural Resources. a. Facilitate required coordination and ensure compliance with programmatic agreements and memorandums of agreement with the National Fish and Wildlife Service and the Department of Conservation and Natural Resources. Coordinate with base Safety office in support of the Bird Air Strike Hazard (BASH program), including attendance at quarterly BASH meetings, as required by AFI 32-7064. Conduct Natural Resource Training and Environmental Outreach Events. Provide training to base personnel concerning the proper management of natural resources during regular UEC training and other training sessions as needed. Conduct field visits to wetlands or other natural resource areas and/or conduct environmental educational programs for military, DoDEA, or non-military personnel. Assist in conducting public awareness/promotional events in support of base natural resource, conservation, and recycling programs. Events may include Earth Day, Arbor Day, Recycling Day, etc. Participate in auditing requirements, including base internal and external ESOHCAMPS, and participate in external ESOHCAMP teams at other bases, as assigned. Assist environmental management team as needed in contacts with regulatory authorities. Understand, interpret, and apply environmental laws related to areas of responsibility. Maintain training so as to remain current in knowledge of new or revised environmental regulations. NEPA/EIAP COMPLIANCE (50%). Oversee base compliance with National Environmental Policy Act (NEPA), IAW the Air Force Environmental Impact Analysis Process (EIAP). Review all work orders, projects, and other proposed actions for proper EIAP compliance. Document CATEX determinations or determine need for additional environmental analysis and documentation. Receive, review, and process forms AF 813, *Request for Environmental Impact Analysis*. Coordinate environmental review process with all necessary environmental personnel and with the (legal) office. When required, prepare or oversee preparation of environmental assessments and/or environmental impact statements, involving a multi-disciplinary team of professional environmental personnel. Facilitate all required interagency coordination and public participation required by the NEPA and Council on Environmental Quality (CEQ) regulations. Maintain documentation of EIAP and NEPA compliance. Provide NEPA/EIAP training to base personnel during regular UEC training sessions, and assist individuals/agencies with steps of the EIAP as needed. Participate in auditing requirements, including base internal and external ESOHCAMPS, and participate in external ESOHCAMP teams at other bases, as assigned. EBS & DOCUMENTATION /TECHNICAL WRITING/EA & EIS DOCUMENTS (20%). Perform Environmental Baseline Surveys (EBS)/ Phase 1 Environmental Site Assessments as required by AFIs for real property transactions. Write Environmental Baseline Survey/ Phase 1 Environmental Site Assessment reports. Oversee preparation of any EBS reports. Write Environmental Assessments and all related documentation. Oversee preparation of environmental assessments (and/or environmental impact statements). OTHER ENVIRONMENTAL PROGRAMS AND SUPPORT (10%). Serve as environmental planning representative for project planning meetings, design charrettes, and pre-construction meetings to identify and communicate potential environmental issues and level of environmental analysis required for proposed actions/projects. Interface with CE Squadron, including attending regular construction meetings, to identify and address any environmental issues connected with CE projects. Work with the contracting office to attend pre-construction meetings and brief contractors on the Environmental Management System and any environmental issues related to the contracted work. Assist environmental section and interface with base community planner on issues/concerns with environmental noise and base AICUZ study. Understand, interpret, and apply environmental regulations related to areas of responsibility. Maintain training so as to remain current in knowledge of new or revised environmental regulations.

24620	Family Support Clerk	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: Provides a broad range of administrative services with the Airman and Family Readiness Center (AFRC) for active duty, guard, reserve, DOD civilian employees, retirees and eligible family members that are critical to the morale and development of these customers. Conducts activities and services to ensure goals are accomplished for the AFRC mission and program contract.</p> <p>MAJOR JOB ACTIVITIES: Provides accurate and timely customer assistance. Under the direction of the branch chief, oversees procurement/acquisitions process; monitors receipt of all orders. Greets customers with professional courtesy and utilizes proper telephone etiquette. Develops familiarity with AFIs, company procedures and company work instructions pertinent to the position. Maintains classroom calendars and schedules appointments for customers to meet with staff. Verifies eligibility of customers and assists them in completing documents for visit. Refers complex problems concerning customers to branch chief for guidance or resolution. Prepares and processes correspondence, reports and forms; operates office equipment (e.g. fax, photocopy, or scanner machine); assists customers, and answers telephones. Prepares notes from weekly staff meeting. Updates recall & additional duty rosters. Tracks customer utilization. Maintains files of correspondence, directives, instructions, and other publications. Assists in general housekeeping of common areas and work area/center. Complies with policies, directives, instructions, and procedures. Assists with all non-conformance, corrective, and preventative actions. Provides support for special functions, special interest events, and projects.</p>
Exempt	Finance Manager	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Responsible for managing all financial and accounting requirements for the program such as: General Ledger, Payroll, Accounts Payable (AP), Accounts Receivable (AR), and the development and distribution of financial reports and budget/forecasts.</p> <p>MAJOR JOB ACTIVITIES: Successfully manage all financial and accounting requirements for the program. Oversee General Ledger, Payroll, and AP and AR. Successfully manage the development and distribution of financial reports. Provides leadership to all accounting and finance employees. Coordinates with other areas as well as PM on work pertaining to daily activities and requirements. Develops strategic business plans and forecasts. Provides analysis on the financial status of the program. Interfaces with multiple internal and external auditors. Ensures adherence to Sarbanes-Oxley and FAR requirements. Ensures the financial statements provide a realistic view of the program's financial position. Responsible for preparation of financial statements. Provides oversight for account reconciliations. Maintains financial project orders and work instructions for the program, developing new ones as required. Create and manage budget, forecasting, and planning. Prepares add-on/de-scope proposals IAW FAR 15-2.</p>
Exempt	Financial Analyst	<p>Minimum Education: BS Minimum Experience: 2 Years POSITION SUMMARY: Prepares and analyzes budgets and forecast for main contract and add-on work (as needed). Assists with research and correction of varied issues in financial systems. Prepares financial reports as required by the customer. Assists with preparation and/or review of proposals to government customer. Assists with process analysis and improvements. Analyzes costs for internal management and must therefore be familiar with all of the internal financial systems. Some knowledge of government regulations such as Joint Travel Regulations, Cost Accounting Standards and FAR is required for pricing proposals and verifying billable cost items.</p> <p>MAJOR JOB ACTIVITIES: Prepares designated monthly account analysis. Integral with monthly financial close process. Monitors contract performance in the following ways: prepares actual versus budget reports and analyzes variances; prepares periodic forecasts for sales, cost and profit; prepares cost to complete on a periodic basis. Assists with research and correction of varied issues in financial systems. Utilizes research techniques requiring knowledge of payroll processes, cost, allocations, burdens, control files, organizational setup, interfaces with HR and AP, reporting tools, account structures, job number structures, contracts, CLINs, revenue calculations, billing calculations, inventory and branch office consolidation. Prepares price proposals for Economic Price Adjustments, out-of-scope projects and changes to the SOW. Assists with DCAA proposal audits as required.</p>

		Assists in preparation of the annual operating plan. Assists project management with special reporting requirements and analyses. Verifies validity and accuracy of system generated reports. Assists in price proposals for contract recompetes as needed. Assists in training new/existing employees in our automated environment. Make suggestions to the Finance Manager (FM) concerning the necessity, benefits, and/or requirements of automating financial processing or modifying the current automated environment. Assist the FM in developing new financial processes, incorporating the best use of personnel, equipment and automation. Support the FM by assisting with program changes to automated systems and their impact to current systems. Perform other duties and special projects as required. Completes all duties IAW current policies, regulations and directives as mandated by Generally Accepted Accounting Practices (GAAP), US Government Cost Accounting Standards (CAS), Federal Acquisitions Regulations (FAR), and Joint Travel Regulations (JTR). Insures compliance with the Sarbanes-Oxley Act. 16. Supports DCAA Audit, Internal Audit and External Audit requirements.
Exempt	Fleet Manager/ REMS	<p>Minimum Education: HS Minimum Experience: 3 Years</p> <p>POSITION SUMMARY: Oversees fleet management and accounts for the vehicle fleet. Uses a computer to manage the vehicle data collection systems and develops local retrievals to obtain specific data, as well as managing the driver's licenses for the installation.</p> <p>MAJOR JOB ACTIVITIES: Performs fleet management functions. Manages vehicle leasing program. Inputs data to the SBSS and verifies data accuracy. Develops base vehicle priority buy program, vehicle minimum essential levels, vehicle priority recall listing and vehicle rotation plan. Performs operations analysis and vehicle control program. Develops local retrievals to obtain specific data and analyzes this data for specific trends. Operates computers and calculators. Performs vehicle management data reporting/transfer. Uses Logistics Installation and Mission Support Enterprise View – Vehicle View (LIMS EV-VV). Manages Air Force equipment management system program for vehicle fleet. Develops alternative sources of support for operational vehicle shortfalls. Manages vehicle custodian account and vehicle authorization and utilization program, prepares and defends base level submission for central appropriated funds procurement of motor vehicles and other budgetary accounts. Reviews and coordinates on statements of work and performance requirements documents requiring government vehicles. Monitors and coordinates on vehicles for military construction projects. Manages the credit card program for the installation. Prepares AF Form 601's for vehicle increases/deletions. Base liaison for technical matters. Must be knowledgeable in preparing ESSS coordination for commanders.</p>
01410	FMO Lead (Supply Technician)	<p>Minimum Education: HS Minimum Experience: 3 Years</p> <p>This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work is usually segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. Generally involves individual case problems or supply actions. May require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; an understanding of the needs of the organization serviced; and analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.</p>
01111	General Clerk I	<p>Minimum Education: HS Minimum Experience: None</p> <p>Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in</p>

		choosing the proper procedure for each task.
01112	General Clerk II	<p>Minimum Education: HS Minimum Experience: None Requires familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.</p>
01113	General Clerk III	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: Provides clerical support to the Human Resources Department. MAJOR JOB ACTIVITIES: Will provide general clerical support within all areas of HR (Benefits, Employment and Compensation) on a regularly scheduled time line. Responsible for file maintenance for the entire HR Department. Assists with new hire processing functions (e.g. E-verify). Assists the HR functional areas with special projects, mailings, etc. as required. Requisitions supplies, printing, maintenance, or other services.</p>
30080	General Engineer	<p>Minimum Education: BS Minimum Experience: 6 Years Employees must meet all of the following criteria: be able to provide semiprofessional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. Required to have some practical knowledge of science or engineering. May require a practical knowledge of mathematics or computer science. Prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. Excluded are: production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); Model Makers and other craft workers; Quality Control Technicians and Testers; Chemical and other non-engineering laboratory technicians; CE Technicians and Drafters; positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.</p>
15080	Graphics Artist I	<p>Minimum Education: HS Minimum Experience: 2 Years Works with the courseware production team to design and develop graphic/visual effects used in courseware material. Requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. Capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.</p>

30090	Hazmart Lead	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.</p>
23430	Heavy Equipment Mechanic	<p>Minimum Education: HS Minimum Experience: 3 Years</p> <p>Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.</p>
Exempt	Housing Manager	<p>Minimum Education: BS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff of six personnel providing off-base military family housing assistance, furnishings management office, and on-base permanent-party dormitory assistance to the community, on-base military family housing is privatized and its housing management is not within the purview of this position. Interfaces with customer- CE/ contracting management personnel as required resolving housing management customer support issues. Accomplishes other leadership and administrative tasks as required to ensure effective contractor housing, dormitory, and furnishings management customer support.</p> <p>MAJOR JOB ACTIVITIES: Provides off-base housing referral services. Maintains an up-to-date privatized housing, rental and sales listing of off-base housing and provides customized service to members. Provides customers with current housing and realtor information for the local area and customer access to telephones for contact. Performs adequacy inspections of off-base housing units. Responds to complaints and provides mediation for disputes. Provides inputs and attends the Family Advocacy Council, Relocation Assistance Coordinating Committee and Transition Assistance Coordinating Committee meetings. Manages and provides oversight for permanent-party dormitories. Ensures dormitory maintenance and repairs are accomplished in a timely manner. Manages and controls dormitory cubicle storage (i.e. storage lockers, security bins, etc. available to store excess personal items) and distributes initial linen to dormitory. Maintains a minimum occupancy rate in</p>



		<p>accordance with USAF guidance/standards. Processes BAH actions through the Finance office. Prepares applications and referrals for inbound personnel. Ensures advanced applications are processed for outbound personnel wishing to apply to their gaining installation have been received and processed by the gaining installation's housing office. Assists in the development and maintenance of Supplements to AFI32-6001 (Housing) and AFI32-6005 (Dormitories). Provides the required supplements to dormitory occupants (the dormitory occupant guidelines). Participates in planning, programming and designing new construction and renovation projects for accompanied and unaccompanied government housing. Serves as an advisor and attends the dormitory Quarters Improvement Committee meetings and coordinates on the Quarters Improvement Plan. Manages and provides oversight for Housing Referral. Accomplishes research on crime, schools systems, census tract data, property managers, and rental homes and apartments in the area. This research is used to submit to Runzheimer International in May, June, and July to determine the BAH for the area. Manages and provides oversight for the Furnishings Management Office. Provides support to the Quarters Improvement Committee. Certifies the completion of Annual inventories of Dormitories, Fire Houses, Officer Training School, Lodging, and the FMO warehouse have been completed. Prepares purchasing request for General Officer Housing Units. Prepares supporting documentation for the quarterly GOH costs reports. Develops and maintains information on the Housing, AETC, and Military Home-front websites. Manages the contents of the MHO section of the AHRN website. Ensures properties on the AHRN site meet Air Force Standards and are being advertised properly. Prepares monthly activity reports for Dormitories, Housing Referral, and AHRN statistics. Prepares Quarterly Dormitory Utilization Metrics and submits to the Government. Together with the Dormitory Manager develops and prepares a dormitory Get Well Plan and submits in an electronic Staff Summary Sheet to PM for Coordination to the Wing for approval. Accomplishes a semi-annual verification of storage authorization with JPPSO. Approves and issues 150s for the authorization of local drayage and storage of household goods for members to submit to the transportation office. Responsible for the maintenance, purchase, turn in, and annual inventory of GFE and IT equipment for Housing referral, Dormitories, and FMOs.</p>
01120	Housing Referral Assistant	<p>Minimum Education: HS Minimum Experience: 2 Years POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff of six personnel providing off-base military family housing assistance, FMO, and on-base permanent-party dormitory assistance to the community, on-base military family housing is privatized and its housing management is not within the purview of this position. Interfaces with customer- CE/contracting management personnel as required resolving housing management customer support issues. Accomplishes other leadership and administrative tasks as required to ensure effective contractor housing, dormitory, and furnishings management customer support. MAJOR JOB ACTIVITIES: Review and maintain rental property and properties for purchase listed on the AHRN. Periodically the Housing Referral Assistant Inspects and evaluates rental inventories listed on the AHRN as well as listings advertised through outer means such as the multiple listings site, bulletin board, and local newspapers. Performs other rental and purchase inventory management activities as needed. Periodically inspects activities, files, and resources for compliance with policies, procedures, and directives for accuracy. Answers phone calls, emails, and questions asked by walk in customers on a daily basis. Prepares AF Form 1373 for Housing Manager to accomplish BAH actions. Prepares orders for customers pertaining to local drayage and storage of household goods if required. Provides information to all incoming organization and supporting agency personnel in regards to housing, crime rates, school systems, utilities companies, and other important community information that is required for the home selection process. Prepares applications and referrals for inbound personnel. Ensures advanced applications are processed for outbound personnel wishing to apply to their gaining installation have been received and processed by the gaining installation's housing office. Provides all housing options to incoming personnel to include the privatized housing, the benefits of it, and how it functions. Provides information regarding community services, searches files, makes telephone calls and referrals, providing information regarding locations, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities (including number of applicants, number of applicants placed, and agents solicited or listed), schedules appointments for community housing inspections, prepares reports as required, and replies to</p>

		complaints, investigations and letters of inquiry. Contacts other base agencies to aid in the support of personnel. Provides insight, feedback, and support to other base agencies in order to aid in a smooth transition of personnel. Uses the internet to aid members in the search of rental homes, homes for sale, schools, crime rates, and other local information to access AHRN. Creates user accounts for personnel who do not have access to AHRN.
01263	HR Analyst/ Benefits	<p>Minimum Education: AA Minimum Experience: 3 Years</p> <p>POSITION SUMMARY: Full-time junior level HR Generalist with a minimum of one year experience in HR. Performs various administrative processes and actions in support of employee benefits under the direct supervision of the HR Manager.</p> <p>MAJOR JOB ACTIVITIES: Responsible for, notifying all inbound new hires of enrollment procedures and resolving enrollment issues. Tracks new hire enrollments and sends reminder notifications to employee. Maintains dependent verification documents, validates the dependent in the enrollment system and sends missing document notifications to employee. Maintains opt out documents and sends missing documentation/missing enrollment notifications to employee. Maintain timely, accurate, and confidential benefit files. Work closely with payroll on deduction corrections. Verify payroll deductions and assist with payroll/human resource issues. Tracks submitted referral bonuses and tuition reimbursements, validates all criteria for payment has been met and notifies HR Administrator to process payment with the payroll department. Completes employer portion of disability and life insurance continuation forms. Exhibits a professional manner in dealing with others and work to maintain constructive working relationships.</p>
01262	Human Resources Assistant	<p>Minimum Education: HS Minimum Experience: 3 Years</p> <p>A clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. May perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. May be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). Provide guidance to lower level HR personnel. Requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.</p>
Exempt	Human Resources Manager	<p>Minimum Education: BS Minimum Experience: 6 Years</p> <p>POSITION SUMMARY: Manages and coordinates the application of HR policies in employee relations, wage and salary administration, employment, training, AAP/EEO, safety, employee benefits, workers compensation, personnel records, OSHA Safety Standards, industrial security, and related HR administrative matters IAW contractual requirements, federal and state regulations, and established policies.</p> <p>MAJOR JOB ACTIVITIES: Responsible for the implementation and administration of all HR policies, programs, plans and actions, to include training, IAW contractual specifications and policies. Manages the staffing process including recruitment/employment, and pre-employment processing activities to include compliance with EEO/AAP requirements and associated records, files, plans and reports. Manages temporary labor requirements as they arise. Administers the internal employee complaint procedure for expeditious resolution of employee complaints. Develop and maintain position descriptions for each organizational position, according to prescribed format, to include each major job/position activity and minimum qualification levels of education/experience required. Responsible for the administration and maintenance of the compensation and programs IAW policy. Administers the benefit plans including medical/dental coverage, long term disability, life insurance, employee leaves of absence, flexible spending accounts, voluntary accident and travel insurance. Administers employee retirement programs and the investment & savings program including pre-</p>



		<p>retirement counseling, information dissemination, and problem resolution. Ensures all required reports and filings are submitted in a timely and accurate manner. Administers all Employee Relations policies and programs including layoff analysis and administration, employee grievances, employee discipline, management advice and counseling. Responsible for on-going implementation and maintenance of Environmental, Safety and Training Programs and Plans in compliance with requirements. Responsible for the certification and records of personnel IAW federal requirements. Establish and maintain of effective records/files and reports control program to support all HR related responsibilities to include administrative procedures for interface with all other functional activities. Assists the EEO Administrator with the development of the AAP/EEO plans and ensures recruiting, promotions, terminations and all related HR actions are accomplished IAW established policy and applicable laws. Coordinate the performance review process. Administers employee MWR programs and activities, including, awards and wellness programs.</p>
<p>Exempt</p>	<p>Information Systems Manager</p>	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Manages the Communications and Information Systems Infrastructure Assurance work center. Advises the Communications and Information Systems Manager and Operations Branch Chief on all matters of Network Connectivity. Responsible for managing the Network Connectivity and Application Administration team processes, personnel and planning. MAJOR JOB ACTIVITIES: Performs managerial and supervisory duties for IT services personnel and activities in the Infrastructure Assurance work centers. Additionally manages base-wide applications for various systems (IWIMS, ACES, ABSS and EMIS) activities as directed. Provides customers guidance in identifying proper technology solutions. Responsible for advising the Comm. & Info Systems Manager and Operations Branch Chief on budgeting and executing appropriated funds as required. Develops, evaluates, executes and continuously reviews requirements and budgets for equipment replacements as directed in strategic plans, and in multiyear AF directed upgrades. Establishes and maintains applicable training requirements for the work centers. Ensures internal management controls are established and executed. Interfaces with a broad-base of customers to ensure the execution of all communications services.</p>
<p>01112</p>	<p>Information, Referral and Marketing Clerk</p>	<p>Minimum Education: AA Minimum Experience: 3 Years POSITION SUMMARY: The focal point at this location for assisting individuals and families in identifying and clarifying needs, determining appropriate forms of assistance, and providing linkage to resources, including exceptional family member resources. Responsible for the development and implementation of Information, Referral (I & R) and Follow-Up services and inherent Community Readiness Consultant (CRC) responsibilities, which are IAW applicable AFIs and the Airman and Family Readiness Center (A&FRC) CRC service delivery model. Partners with leadership and the community to promote successful adaption of Airmen and their families to the challenges and demands of military life, assisting commanders with the overall health and welfare of their military communities. MAJOR JOB ACTIVITIES: Provides accurate and timely information and referral customer assistance to a myriad of customers, to include senior ranking civilian and military leaders. Solely responsible for developing, coordinating, implementing, and providing follow up after actions for annual marketing plans and procedures targeted for families. Serves as the lead coordination focal point with other military and community agencies in the collection and sharing of information and resources; collects pertinent information and prepares information for dissemination through a wide variety of delivery mechanisms. Researches and manages available tools and resources to include DoD specific and community capabilities such as Military OneSource, Military Home Front, and other websites for information sharing; utilizes these resources to obtain and disseminate critical information regarding family support to a wide range of Air Force and sister service customers who are eligible to receive such services. Prepares and provides client access to listings of on- and off-base services and information as well as web-based resources; personally counsels and advises customers on available options to address specific family support issues. Participates in shared CAIB/IDS activities that promote information sharing and builds community involvement for the military installation; works with senior representatives from the military installation such as Mental Health, Sexual Assault Response Coordinator, Chaplain's office, Health and Wellness Center and the Educational and</p>

		<p>Developmental Intervention service office to target specific referral and assistance information to at-risk audiences. Plans, prepares, and executes key family support programs for dependents with working parents, the Play Group which supports parent-child development, and a special program that advises and orients new spouses about the Air Force and provides guidance on expectations and challenges as a family member in the armed forces. Ensures compliance with Air Force and DoD policies, directives, and procedures, and briefs senior military and civilian leaders on such policies and directives as they impact their organizations. Provide comprehensive customer service delivery as defined in the CRC model, to include: establish a relationship with assigned units; assess unit concerns, strengths and resources; lead in development of unit service plan; implement and monitor unit service plans; evaluate results for the unit and its people; ensure A&FRC leadership has a comprehensive overview of the issues/concerns affecting their assigned unit(s); sustain a unit support and resource network; work jointly with fellow staff members/community agencies on community readiness issues and activities; and maintain a working knowledge/expertise in all service delivery areas.</p>
99240	Inspector (Housing)	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>Examines any of a variety of goods, services or operations for conformity to established quality, health, safety, legal, business, ethical or other standards, by performing any combination of the following duties: examines raw materials for quality and manufactured items for defects and for conformance to specifications, visually and using sample models and instruments, such as scales, gauges, templates, calipers and micrometers; verifies that established standards are maintained relative to such matters as food-growing, processing and marketing, product-packaging, storage and transportation methods, building and facilities and business practices, operations and services. Affixes seals or tags to approved items, issues or revokes licenses and permits or ascertains that licenses and permits have been obtained and are displayed, confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended, files charges and testifies in court, recommends changes in standards, administrative procedures, facilities, methods, and practices.</p>
01410	Inventory Lead	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; an understanding of the needs of the organization serviced; and analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.</p>
14101	IT Inventory Specialist I	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. Carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research</p>

		<p>routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.</p>
14102	IT Inventory Specialist II	<p>Minimum Education: HS Minimum Experience: 2 Years POSITION SUMMARY: Provide warehouse support for IT equipment. Administer the reutilization or disposal of excess IT equipment. Maintain inventory records to include receiving reports, discrepancy reports, and excess reports. MAJOR JOB ACTIVITIES: Works directly for the IT Plans and Programs Chief. Accounts for the IT Equipment in the warehouse. Accounts for the IT Equipment Asset Management System (ITAM) database. Administer the reutilization or disposal of excess equipment. Assists the Base Equipment Control Officer and Base Software License Manager.</p>
14103	IT Inventory Specialist III, Lead	<p>Minimum Education: AA Minimum Experience: 3 Years POSITION SUMMARY: Serves as the Base Equipment Control Officer (ECO). Manages and tracks government-owned and leased computer systems equipment in the IT Asset Management (ITAM) database. MAJOR JOB ACTIVITIES: Works for the IT Plans and Programs Chief. Manage the Base ITAM program. Ensure the ITAM database is accurate. Manage the reutilization or disposal of excess equipment. Prepare and present ITAM presentations and reports. Serve as the Alternate Base Software License Manager.</p>
14102	IT Planner II	<p>Minimum Education: AA Minimum Experience: 3 Years Competence in most phases of system knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system. Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. Orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. Works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.</p>
14103	IT Planner III	<p>Minimum Education: AA Minimum Experience: 6 Years POSITION SUMMARY: Provide IT planning and project management expertise in support customer needs. Evaluate organizational IT requirements and manage the development of technical solutions to meet those needs. Manage assigned IT projects from requirements capture through implementation. Interface with communications leads within various organizations on base. MAJOR JOB ACTIVITIES: Work closely with customers to evaluate IT requirements and ensure technical solutions developed meet customer needs. Manage IT projects. Evaluate and interpret requirements; coordinate any issues between customer and implementer; oversee implementation and close out. Create and maintain project folders. Work closely with customers and CE PMs to ensure the communications wiring in new building construction and major renovations meets AF and AETC</p>

		standards. Validate drawings during the design phase and oversee the installation of cabling during the construction phase. Work closely with customers to set priorities and develop schedules for upgrading or replacing IT equipment, infrastructure, and investments. Assist C4 systems installation, survey, and study teams in planning and implementing downward directed projects. Review, evaluate, and comment upon plans (such as war, support, contingency or programming plans) to ensure communication issues are addressed. Develop Annex K when required. Conduct analyses for IT initiatives or projects with the potential to generate manpower or monetary savings through greater efficiency. Identify and assist in development of technologies that enable and enhance the delivery of data as required.
23470	Laborer	<p>Minimum Education: HS Minimum Experience: None</p> <p>POSITION SUMMARY: Responsible to the assigned supervisor or Lead Operator, Operators, or General Maintenance Worker in performance of their duties. Follows established safety practices. Assists in repairs to rigid and flexible pavement and support repairs to base infrastructure, the base signage program, and security fencing.</p> <p>MAJOR JOB ACTIVITIES: Responsible to perform all assigned duties as safely and efficiently as possible to maintain a safe work environment. Assists with operator's maintenance on assigned construction equipment and small industry related power tools and returning work sites, repairing infrastructure, and other landscape disturbing projects to its original condition after repairs. Assists in repairs made to rigid and flexible pavements to include site preparation, forming, placing, finishing and sealing. Assists with repairs made to base security fencing. Assists with maintaining the base signage. Assists with positive control and accountability of tools, materials, and trade equipment. Maintains required operating forms and records. Assists with returning work sites to its original condition after repairs to support infrastructure and other landscape disturbing projects.</p>
11210	Laborer, Grounds Maintenance	<p>Minimum Education: HS Minimum Experience: None</p> <p>POSITION SUMMARY: Temporary position. Responsible to the assigned supervisor or Lead Operator, Operators, or General Maintenance Worker in performance of their duties. Follows established safety practices. Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment.</p> <p>MAJOR JOB ACTIVITIES: Responsible to perform all assigned duties as safely and efficiently as possible to maintain a safe work environment. Cuts grass using walking-type or riding lawn mowers. Trims hedges and edges around walks, flowerbeds and wells using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawns, shrubs and trees with fertilizer or insecticide. Plants grass, flowers, trees and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Repairs and paints fences, gates, benches, tables and outbuildings. Assists with repair of roads, walks, buildings and mechanical equipment. May clean comfort stations, office and workshop areas and parking lots. Assists with positive control and accountability of tools, materials, and trade equipment. Maintains required operating forms and records. Assists with returning work sites to its original condition after repairs to support infrastructure and other landscape disturbing projects. Maintain and move fitness equipment as needed. Assists with maintenance of softball fields, football fields, shag range, outside tennis, basketball, and volleyball courts. Marks playing fields in conjunction with the appropriate season and consults official rule books for technical information. Responsible for policing these areas on a daily basis. Physical work requires considerable standing, stooping and bending. May require lifting weights up to 75 lbs. unassisted and over 75 lbs. with assistance. Requires adherence to normal safety precautions typical of diverse indoor and outdoor facilities.</p>
13047	Librarian	<p>Minimum Education: HS Minimum Experience: None</p> <p>POSITION SUMMARY: Serves as Systems Librarian providing assistance in the overall management of library.</p> <p>MAJOR JOB ACTIVITIES: Assist Librarian Director with routine library technical and public services operations including, but not limited to, acquisitions, collection development, cataloging and</p>

		classification, circulation services, weeding, interlibrary loan, and document delivery. Administrative operations to include, but not limited to: compiling library statistics and preparing library reports to meet directed suspense and assignment deadlines. Maintains library systems, computers and equipment, data base management and Web development. Plans and conducts library promotions, orientations and library surveys. Responsible for routine reference and research services, assisting library customers. Maintain library facilities. Manage and perform inventories of library computer technology, equipment, and library furnishings. Prepare supply requisitions and maintain supply inventories. Supervise non-professional library staff and managing staff assignments.
13050	Librarian Aide / Clerk	<p>Minimum Education: HS Minimum Experience: 3 Years</p> <p>The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. Contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.</p>
13054	Library IT Systems Administrator	<p>Minimum Education: AA Minimum Experience: 3 Years</p> <p>POSITION SUMMARY: Provides management oversight and is thoroughly knowledgeable of all instructions, directives, and policies and procedures pertinent to the Library Program. Interfaces with customer mission support and contracting management personnel as required and ensures efficient and satisfactory support of customer requirements. Accomplishes other administrative tasks as required to ensure effective contractor mission customer support.</p> <p>MAJOR JOB ACTIVITIES: Serve as the focal point for all Library program requirements. Analyzes and evaluates the effectiveness of all Library operations and implements all measures necessary to ensure Library operational effectiveness. Acquires and maintains all requisite library resources, vendor accounts, information systems, and technology accouterments to optimize library operations. Maintains organizational structure and effective personnel. Manages established budget to meet operational requirements. Selects library personnel and provide leadership, direction, guidance and training to employees.</p>
13058	Library Technician	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>POSITION SUMMARY: Provides technical support to a librarian by performing a wide variety of technical and public services within two community libraries. Conducts activities and services to ensure goals are accomplished for the contract.</p> <p>MAJOR JOB ACTIVITIES: Responsible for performing all assigned duties as safely and efficiently as possible to maintain a safe work environment. Provides accurate and timely customer assistance. Under the direction of the librarian, oversees library procurement/acquisitions process; monitors receipt of all orders. Assists, plans, and promotes library programs and activities. Arranges exhibits to promote library materials/services or observances. Develops familiarity with professional materials for guidance on standardized technical and public services procedures. Physically processes all media types for shelf readiness (to include but not limited to typing title cards, applying barcodes, date due pockets, property stamps, and spine labels); performs repairs on damaged yet salvageable materials. Informs librarian of titles for possible purchase and inclusion in the collection. Refers unusual or complex problems concerning materials to librarian for guidance or resolution. Develops familiarity with use of a broad spectrum of standard library reference tools such as guides, indexes, bibliographies, professional directories, online public access catalog (OPAC), and online databases. Provides ready reference services to patrons by locating bibliographic information using standard library reference tools; utilizes OPAC and online databases to prepare bibliographies for special collections. Uses various search strategies within the library's holdings and the interlibrary loan (ILL)</p>

		<p>network to locate materials requested by patrons or to respond to requests for materials from other libraries. Assists library customers with all public access library equipment and explains searching techniques to locate materials in the OPAC. Refers difficult reference questions requiring significant judgment for guidance or resolution to the librarian. Performs descriptive and copy cataloging with precision and accuracy where the bibliographic characteristics are moderately easy to determine applying Anglo-American Cataloging Rules 2nd Revision (AACR2) and machine-readable cataloging format (MARC) to surrogate records of all media types. Classifies and catalogs materials to make them accessible to library users through the OPAC; ensures catalog records are accurate and current by exercising bibliographic control procedures. Explains library rules, regulations, circulation procedures, and entitlements to library users. Performs daily operations of circulation desk including operating modules within the automated integrated library system (ILS); tracks and compiles statistics for recurring reports. Verifies eligibility and registers new borrowers. Shelves materials in correct areas and in accordance with call number scheme. Performs shelf reading to perpetuate correct and orderly placement of all media types. Prepares and processes correspondence, reports and forms; operates office equipment (e.g. fax, photocopy, or scanner machine); assists customers, and answers telephones. Participates in weeding, inventory, and other projects as assigned. Participates in the conservation of library materials. Maintains files of correspondence, directives, instructions, and other publications. Ensures compliance with policies, directives, and procedures. Assists in general housekeeping of common areas and work area/center.</p>
28310	Life Guard	<p>Minimum Education: HS Minimum Experience: None. POSITION SUMMARY: Seasonal position. The position requires working weekdays, weekends, and holiday shifts. MAJOR JOB ACTIVITIES: Enforcing pool policies and collecting daily fees. Will be required to swim 500 yards, without stopping, once a week. Maintain cleanliness of facilities (pool, pool area, locker room, etc.). Ability to work as part of a team. Required to receive 4 hours of in-service training every month and will participate in one surprise emergency exercise every month. May be required to work special events.</p>
29040	Load Team Member	<p>Minimum Education: HS Minimum Experience: 1 Year Loads and unloads ship's cargo, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, may operate material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area.</p>
29042	Load Team Lead	<p>Minimum Education: HS Minimum Experience: 3 Years Operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area, operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. Moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled. Drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch, drives tractor to transfer loaded trailers from warehouse dockside, and may position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. May perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo, and may direct activities of cargo load team members.</p>
21030	Logistics Planner	<p>Minimum Education: AA Minimum Experience: 4 Years POSITION SUMMARY: Initiate and ensure all cargo/passenger manifests are prepared without error. Perform Joint Inspections (JI) with the deploying units. Inspect all hazardous materials and annotate any discrepancies. Responsible for planning, sequencing, and monitoring each aircraft cargo/</p>

		<p>passenger load. Also responsible for aircraft loading/offloading, requiring skillful preparation and knowledge of and the ability to drive numerous types of MHE (i.e. NGSL K-loader, standard and all terrain forklifts, etc.).</p> <p>MAJOR JOB ACTIVITIES: Prepare automated cargo and passenger manifest using Cargo Movement Operating System (CMOS). Prepare aircraft load plans using Automated Air Load Planning System (AALPS). Load/unload numerous types of government and commercially contracted aircraft using various type of MHE. Teach Hazardous Material Technical Specialist and Cargo Build-up classes to base populace, when required.</p>
05070	Lube, Tire and Battery Worker	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Performs a variety of minor repairs and services to maintain motor vehicles, to include tires, batteries, scheduled and unscheduled preventative maintenance, and component replacement.</p> <p>MAJOR JOB ACTIVITIES: Performs preventative scheduled maintenance on vehicles and equipment. Drains, flushes and replaces engine, transmission, and differential grease and oils. Cleans and replaces oil, air, hydraulic, fuel, and cabin filters. Adjust brakes, replaces windshield wipers, and similar minor parts. Performs limited technical inspections, minor and mobile maintenance, while providing roadside assistance to customers as required. Assists on major components and other items. Determines nature and extent of repairs required for all types of tires and rims. Checks, repairs and/or replaces tires and rims. Performs turn-in of unserviceable tires and rims. Trouble-shoots and corrects vehicle charging systems. Checks, repairs and/or replaces alternators and batteries. Maintains tools and equipment used in the tire shop, and cleans work area. All other duties as assigned.</p>
Exempt	Management Systems Branch Supervisor	<p>Minimum Education: BS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff regarding all aspects of automated data systems management, supply documentation management and external customer service interface supporting the program's supply chain management processes. Interfaces with customer logistics and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. Manages the production of various required automated reports supporting internal and external supply customers. Augments the contractor-staffed 24/7 Contingency Support Center as a logistics representative when the Center is convened if required.</p> <p>MAJOR JOB ACTIVITIES: Directly supervises Procedures, Analysis and Computer Operations; and Customer Service Section Supervisors providing overall guidance and ensuring effective execution of operational logistics customer support. Provides document control, maintains document accountability and manages delinquent documents in support of USAF legacy Standard Base Supply System (SBSS) processes. Responsible for resource management support, to include overall SBSS funds management updates (PFMR/ORG) for program-assigned organizations and program supply organization-specific resource management requirements. Works closely with customer and contractor- PM resource management personnel to ensure effective and efficient funds management updates. Ensures effective management of supply-assigned computer equipment required to support operational requirements including establishment of a viable automated equipment replacement program in conjunction with contractor- PM and customer requirements. Assists customers by researching and providing source of supply information as required. Train customers on supply processes and procedures related to ordering, issuing, storing, turn in and accounting for managed material. Manages the program Reports of Survey program IAW AFI 23-220, Reports of Survey.</p>
01112	Marketing Clerk	<p>Minimum Education: HS Minimum Experience: None</p> <p>Requires familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.</p>

Exempt	Marketing Supervisor	<p>Minimum Education: BS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Provides cost effective marketing and publicity services for the promotion of Force Support Squadron (FSS) recreational, educational, and skills development events, activities, and programs for the members and authorized users of the community. Guides the Marketing Department in the formulation of marketing strategies and develops a sound marketing plan for all activities within the squadron. Conducts comprehensive local market research to determine the needs and expectations of current and potential customers, and tailors marketing programs to meet these needs. Provides planning and execution of the unit commercial sponsorship program. Works directly for the Community Services Supervisor and the FSS deputy (as the primary customer interface).</p> <p>MAJOR JOB ACTIVITIES: Prepares an annual marketing plan for each unit activity in consultation with activity managers; the plan will consist of five major areas of concern – financial , marketing, suggested facility improvements, and planned programming activities and equipment requirements. Provides an annual program and events plan calendar for leadership planning purposes – calendar will include base-wide events and class schedules. Develops promotional plans and materials for programs and events highlighted in annual events calendar. Conducts after action tracking reports and post-event analysis to apply to and improve future marketing initiatives. Conducts field research and execute program survey program to obtain feedback from customers on proposed future events and gain direct feedback on the execution of established programs/events. Advises unit leadership and activity managers on promotional strategies by identifying markets and effective ways of reaching those markets. Solicits, develops, and manages commercial sponsorships to obtain additional financing or promotional products and services for Force Support events, activities, and programs. Ensures all aspects of the commercial sponsorship program IAW established DOD and AFIs and guidance. Maintains all commercial sponsorship agreements in the Service Agency Information System. Provides support to non-MWR activities such as the Manpower and Personnel Flight, AFRC, and Professional Education complements of the unit, ensuring applicable DOD and Air Force requirements on funding for these elements is followed.</p>
21040	Material Expeditor	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Locates, stores and moves material, and parts between work areas of base to expedite processing of work, according to predetermined schedules, priorities, locations and keeps related records. Monitors stock levels of materials.</p> <p>MAJOR JOB ACTIVITIES: Perform all assigned duties as safely and efficiently as possible to maintain a safe work environment. Reviews inventory reports, and Bill of Materials to determine availability of required material. Confers with department supervisors on materials received to inform them of location, availability, and condition of materials. Tracks work orders back to shops after Bill of Materials is complete. Locates and moves materials to designated areas, using cart, hand truck, electrical/gas powered forklift and gas powered automobile. Examines stock to verify conformance to specifications and to verify appropriateness of material in use or being received. Performs cycle counts of inventory on a daily basis. Coordinates with the Property Administer in case of discrepancy between the fiscal count and inventory list. Issue, receive, store and dispose of all consumable and non-consumable material, equipment and parts procured in support of the contract. Update and maintain inventory records, using IWIMS computer terminal. Receives material, equipment and parts through Maximo, the Automated Purchasing System and IWIMS. Counts, sorts, or weighs incoming articles to verify receipt of items on invoice. Responsible for following the Standard Operating Procedures per ISO Certification, and DOD guidance set forth in the Prime Contract.</p>
20140	Material Expeditor, Lead	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Locates, stores and moves material, and parts between work areas of base to expedite processing of work, according to predetermined schedules, priorities, locations and keeps related records. Monitors stock levels of material located in all SSI, Inc. operated warehouses. Monitors the performance of all Material Expeditors, and Stock Clerks. Ensures proper tracking, and storage of Hazardous Material.</p> <p>MAJOR JOB ACTIVITIES: Perform all assigned duties as safely and efficiently as possible to maintain a safe work environment. Reviews inventory reports, and Bill of Materials to determine</p>

		<p>availability of required material. Confers with department supervisors on materials received to inform them of location, availability, and condition of materials. Tracks work orders back to shops after Bill of Materials is complete. Locates and moves materials to designated areas, using cart, hand truck, electrical/gas powered forklift and gas powered automobile. Examines stock to verify conformance to specifications and to verify appropriateness of material in use or being received. Performs cycle counts of inventory on a daily basis. Coordinates with the Property Administer in case of discrepancy between the fiscal count and inventory list. Issue, receive, store and dispose of all consumable and non-consumable material, equipment and parts procured. Update and maintain inventory records, using computer terminal. Receives material, equipment and parts through Automated Purchasing System and IWIMS. Counts, sorts, or weighs incoming articles to verify receipt of items on the invoice. Responsible for all warehouse personnel following the Standard Operating Procedures per the ITT, ISO Certification, and DOD guidance set forth in the Prime Contract. Assigns workload to SSI employed Material Expeditors and Stock Clerks when required. Loads, issues and tracks Hazardous Material through EMIS.</p>
Exempt	Material Mgt & Distribution Supervisor	<p>Minimum Education: BS Minimum Experience: 2 Years POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff regarding the proper receipt, storage and issue of USAF supplies and equipment supporting program requirements to include fuels management and furnishing management requirements. Interfaces with customer logistics and contracting management personnel as required ensuring efficient and satisfactory support of customer requirements. Ensures proper receipt, accountability, inventory, storage and issue of USAF supplies and equipment particularly regarding hazardous and security requirements. Augments the contractor-staffed 24/7 Contingency Support Center as a logistics representative when the Center is convened if required. Accomplishes other leadership and administrative tasks as required to ensure effective contractor logistics support to the program. MAJOR JOB ACTIVITIES: Directly supervises Fuels Management; Receiving, Storage and Issue; and Furnishing Management Section Supervisors providing overall guidance and ensuring effective execution of operational logistics customer support. Ensures effective utilization of SBSS and other applicable USAF legacy systems/processes in the accomplishment of material storage and distribution customer support logistics requirements. Ensures compliance with USAF hazardous material and environmental handling and storage requirements supporting receipt, storage and distribution of USAF supplies and equipment. Establishes, maintains and operates a HAZMAT pharmacy and Hazardous Waste Accumulation Point. Ensures adherence to Occupational Environmental, Safety and Health (OESH) requirements, under the guidance of contractor PM and USAF OESH personnel, in the accomplishment of customer support logistics requirements. Oversees program furnishing management receipt, storage and delivery requirements in conjunction with the contractor-staffed Housing Management Branch. Oversees the requisition, receipt, storage, issue, quality control and accounting for petroleum fuels, to include aviation, ground and cryogenic operations, in addition to managing ground and aircraft fuel servicing requirements.</p>
05220	Mechanic Helper, General	<p>Minimum Education: HS Minimum Experience: None Performs a variety of tasks such as: washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.</p>
05190	Mechanic, Fire Truck	<p>Minimum Education: HS Minimum Experience: 2 Years Repairs, rebuilds, or overhauls major assemblies of internal combustion fire trucks. Work involves most of the following: diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. Requires rounded training and experience specific to fire trucks usually acquired through a formal apprenticeship or equivalent.</p>

05190	Mechanic, General Purpose	<p>Minimum Education: HS Minimum Experience: 3 Years POSITION SUMMARY: Perform vehicle maintenance activities on light, medium and heavy duty military and commercial design general purpose vehicles and equipment. Activities include inspection, diagnostics, repair, and rebuild of components and assemblies. MAJOR JOB ACTIVITIES: Determine the overall serviceability and mechanical condition of vehicles and equipment, corrective actions required, and accomplishes repair. Systematically analyzes malfunctions by visual and auditory examination or through the use of test equipment. Repairs, adjusts, overhauls, or replaces major assemblies or subassemblies such as power and drive trains, air conditioning, brake, steering assemblies, hydraulic system components and special vehicle and equipment attachments. Removes, disassembles, and repairs gasoline or diesel engines and components. Diagnoses, isolates malfunctions and repairs vehicle electrical, emissions, gasoline, diesel and alternative fuel systems. Repair all of the components by replacing worn or damaged parts with new or reconditioned parts. Reassembles, adjusts and tests repaired units for proper operation. Adjust bearing loads, gear tooth contact, and backlash to manufacturers' specifications. Adjust valve mechanisms, governors, oil systems, control linkages, clutches, traction units and other systems unique to the equipment. Time injection pumps and accessory shaft gear trains. Performs preventative and special maintenance. Use technical publications or automated systems in maintaining vehicles to prescribed manufacturers' specifications and for researching parts. Perform special inspections and maintenance on vehicles and equipment requiring corrosion control, winterization, storage and shipment. Properly annotates all maintenance performed on prescribed forms for data collection. Adheres to all established safety policies and standards to include identification, use, and proper procedures for handling or disposal of HAZMAT.</p>
05190	Mechanic, Small Engine	<p>Minimum Education: HS Minimum Experience: 2 Years Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. Requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.</p>
05190	Mechanic, Special Purpose	<p>Minimum Education: HS Minimum Experience: 3 Years POSITION SUMMARY: Performs vehicle maintenance activities on military and commercial design special purpose vehicles and equipment, to include firefighting, refueling, and material handling. Activities include inspection, diagnostics, repair, and rebuild of components and assemblies. MAJOR JOB ACTIVITIES: Determines the overall serviceability and mechanical condition of vehicles and equipment, correction of deficiencies required, and effects repair. Systematically analyzes malfunctions by visual and auditory examination or through the use of test equipment. Repairs, adjusts, overhauls, or replaces major assemblies or subassemblies such as power and drive trains, air conditioning, brake, steering and pumping systems. Removes, disassembles, and repairs gasoline or diesel engines and components. Diagnoses, isolates malfunctions and repairs vehicle electrical, emissions, gasoline, diesel and alternative fuel systems. Repairs components by replacing worn or damaged parts with new or reconditioned parts. Reassembles, adjusts and tests repaired units for proper operation. Calibrates and adjusts pumps, meters, safety unit proportioning devices, and limiting devices to ensure proper operation. Synchronizes remote or manual electrical and hydraulic controls. Adjusts power boosters, clutches, drive chains, and tension devices. Performs preventive and special maintenance. Uses technical publications in maintaining vehicles to prescribed manufacturers' maintenance schedules. Performs special inspections and maintenance on vehicles and equipment requiring corrosion control, winterization, storage and shipment. Properly annotates all maintenance performed on prescribed forms for data collection purposes. Adheres to all established safety policies and standards to include identification, use, and proper procedures for handling or disposal of HAZMAT.</p>

30082	Mechanical Engineer	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Provides efficient, effective and timely mechanical engineering expertise, to include but not limited to HVAC and petroleum, oil and lubricant delivery systems supporting the development, design and program management of facility projects as part of CE Operations' Engineering Services Branch's staff. Interfaces with customer- CE/ contracting management personnel as required resolving engineering services customer support issues. MAJOR JOB ACTIVITIES: Complies with guidance provided in AFI 32-1023, Design and Construction Standards and Execution of Facility Construction Projects, in addition to specific contractual guidance, in the accomplishment of design services. Prepares facility project designs to account for all known conditions and constraints, to allow for maximum flexibility, and to ensure adherence to all building codes, regulatory laws and safety standards as contractually defined. Maintains full responsibility for design requirements of all projects except MILCON and projects designed by other agencies in accordance with base support agreements. Provides functional and technical design reviews, coordination and support for MILCON and projects designed and executed by other. Reviews out-sourced or sub-contracted design and engineering requirements for accuracy and completeness. Identifies and validates project design requirements with all project team members and applicable external organizations (safety, security, etc.) and the end user to further refine and coordinate project requirements and criteria identified during project programming. Coordinates completed design process with the end user. Completes a thorough design analysis, in conjunction with fellow contracted Engineering Services Branch professional engineers on staff, for all elements of facility projects including but not limited to electrical, mechanical, civil, structural, lighting, communication, architectural, and environmental issues. Provides comprehensive conceptual design, schematic design and design development addressing all known aspects of the work affecting functional requirements, material performance and system selections. Prepares and maintains project design documentation that accurately tracks design sequence and rationale of design decision, parametric cost estimates for various design phases, decisions on building materials and other pertinent project information. Provides necessary construction documents (drawing, specification, cost estimates and other required documents) using automated tools such as CADD, word processing, spreadsheet and other applicable automated systems. Ensures accurate and timely updates of master facility drawings and infrastructure maps. Obtains and provides on-going updates of as-built drawings and real property records of base real property facilities and infrastructure. Maintains and provides centralized storage of as-built drawings, construction drawings and specifications for projects as well as a search and inventory catalog file for all CADD and Geographic Information System (GIS) files. Works closely with USAF Contracting personnel to ensure requirements supporting USAF-contracting procured construction and renovation projects are expressed accurately and comprehensively in design documents and that work is accomplished to a high level of quality. Participates in meetings as required by Engineering Branch leadership to review project design and construction issues with USAF-Contracting, contracted Construction Management and construction contractors as applicable and facilitates solution. Works closely with, and provides mechanical engineering expertise if required to, CE Operations' Maintenance Engineering and Planning Section in the review of facility operations and maintenance issues and in the effective accomplishment of contractual energy/utility management requirements.</p>
Exempt	Mechanical Engineer (PE)	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Provides efficient, effective and timely mechanical engineering expertise, to include but not limited to HVAC and petroleum, oil and lubricant delivery systems supporting the development, design and program management of program facility projects as part of CE Operations' Engineering Services Branch's staff. Interfaces with customer- CE/ contracting management personnel as required resolving program engineering services customer support issues. Accomplishes other administrative tasks as required to ensure effective contractor CE services customer support to the program. MAJOR JOB ACTIVITIES: Complies with guidance provided in AFI 32-1023, Design and Construction Standards and Execution of Facility Construction Projects, in addition to specific contractual guidance, in the accomplishment of design services. Prepares facility project designs to</p>



		<p>account for all known conditions and constraints, to allow for maximum flexibility, and to ensure adherence to all building codes, regulatory laws and safety standards as contractually defined. Maintains full responsibility for design requirements of all projects except MILCON and projects designed by other agencies in accordance with base support agreements. Provides functional and technical design reviews, coordination and support for MILCON and projects designed and executed by other. Reviews out-sourced or sub-contracted design and engineering requirements for accuracy and completeness. Identifies and validates project design requirements with all project team members and applicable external organizations (safety, security, etc.) and the end user to further refine and coordinate project requirements and criteria identified during project programming. Coordinates completed design process with the end user. Completes a thorough design analysis, in conjunction with fellow contracted Engineering Services Branch professional engineers on staff, for all elements of facility projects including but not limited to electrical, mechanical, civil, structural, lighting, communication, architectural, and environmental issues. Provides comprehensive conceptual design, schematic design and design development addressing all known aspects of the work affecting functional requirements, material performance and system selections. Prepares and maintains project design documentation that accurately tracks design sequence and rationale of design decision, parametric cost estimates for various design phases, decisions on building materials and other pertinent project information. Provides necessary construction documents (drawing, specification, cost estimates and other required documents) using automated tools such as CADD, word processing, spreadsheet and other applicable automated systems. Ensures accurate and timely updates of master facility drawings and infrastructure maps. Obtains and provides on-going updates of as-built drawings and real property records of base real property facilities and infrastructure. Maintains and provides centralized storage of as-built drawings, construction drawings and specifications for projects as well as a search and inventory catalog file for all CADD and Geographic Information System (GIS) files. Works closely with USAF Contracting personnel to ensure requirements supporting USAF-contracting procured construction and renovation projects are expressed accurately and comprehensively in design documents and that work is accomplished to a high level of quality. Participates in meetings as required by Engineering Branch leadership to review project design and construction issues with USAF- Contracting, contracted Construction Management and construction contractors as applicable and facilitates solution. Works closely with, and provides mechanical engineering expertise if required to, CE Operations' Maintenance Engineering and Planning Section in the review of facility operations and maintenance issues and in the effective accomplishment of contractual energy/utility management requirements.</p>
<p>Exempt</p>	<p>Mission Support Manager</p>	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff in a variety of USAF personnel support processes to include military personnel customer service, education services, military testing and training services and awards and promotions processes in addition to managing this location's family support program. Interfaces with customer-senior mission support/ contracting management personnel, in addition to contractor-program management personnel, as required to resolve mission support customer support issues. Serves as the senior mission support representative in the Contingency Support Center when the Center is convened. Accomplishes other leadership and administrative tasks as required to ensure effective contractor mission support customer service support. MAJOR JOB ACTIVITIES: Directly supervises Training and Testing Section, Awards and Promotions Section, Customer Service Section and Family Support Section Chiefs providing overall guidance and ensuring effective execution of mission support customer service requirements. Oversees the management of the recognition program for military and DOD civilian personnel assigned to this location and ensures USAF awards and decorations processing is responsive, effective and complete IAW USAF procedures. Ensures an Education Services capability is provided to the community supporting a variety of educational and training programs such as the Community College of the Air Force, tuition assistance, financial aid, USAF commissioning programs, etc. Oversees the management and execution of support processes for the Military Formal Training Program. Oversees the execution and management of the USAF family support program processes to include the Personal Financial Management Program (PFMP), Family Life Education (FLE) services, and the Community</p>

		Action Information Board (CAIB). Ensure the Family Support Center is capable of providing 24-hour on-call crisis management assistance if required by USAF senior-leadership. Additionally, the capability to provide 24-hour on-call assistance and support for mobilizations and deployments, Evacuation Reception Centers and evacuees during evacuations, local and national emergencies and disaster response. Ensures effective management of Mission Support Operations' assigned computer equipment required to support day-to-day operational requirements. Includes establishment of a viable automated equipment replacement program in conjunction with contractor-Program Management and customer-USAF requirements.
05190	Motor Vehicle Mechanic	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Performs duties assigned and assists in the operation of the Auto Hobby Shop. Interfaces with customers to provide hands-on assistance if required and assist in furthering interest in automotive work to promote morale and welfare to authorized military, retired, and civilian users.</p> <p>MAJOR JOB ACTIVITIES: Types of duties include but are not limited to the following: monitors and assists patrons in use of facility, ensuring patrons observe safety rules and guidelines while carrying out vehicle maintenance or repairs, and that shop equipment and tools are used in the safe and prescribed manner; answers phones and assists callers with general routine information upon inquiry; schedules, as necessary, appointments for automotive repair; operates a cash register, rings up the sales, receives money and makes change, processes credit card sales, safeguards funds, preparing documentation for cash fund accountability. Explains policies and procedures to patrons. Responsible for collection and disposal of hazardous and non-hazardous waste material. Maintains base car wash facilities. Maintains vehicle storage area, documentation, and fees as instructed by supervisor. Issues basic hand tools to patrons, ensuring tools are turned in clean and serviceable. Assures that patrons observe fire, safety, and good housekeeping practices. As required, responsible for opening and closing of the facility. Performs light janitorial duties.</p>
99240	Munitions Inspector	<p>Minimum Education: AA for Munitions Inspector Minimum Experience: 3 years</p> <p>Examines any of a variety of goods, services or operations for conformity to established quality, health, safety, legal, business, ethical or other standards, by performing any combination of the following duties: examines raw materials for quality and manufactured items for defects and for conformance to specifications, visually and using sample models and instruments, such as scales, gauges, templates, calipers and micrometers; verifies that established standards are maintained relative to such matters as food-growing, processing and marketing, product-packaging, storage and transportation methods, building and facilities and business practices, operations and services. Affixes seals or tags to approved items, issues or revokes licenses and permits or ascertains that licenses and permits have been obtained and are displayed, confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended, files charges and testifies in court, recommends changes in standards, administrative procedures, facilities, methods, and practices.</p>
Exempt	Munitions Supervisor	<p>Minimum Education: AS Minimum Experience: 4 Years</p> <p>POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff in all aspects of munitions receiving, storage, handling and distribution in support of program contingency requirements. Interfaces with customer logistics and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. Ensures proper receipt, accountability, inventory, storage and issue of USAF munitions particularly regarding hazardous and security requirements. Accomplishes other leadership and administrative tasks as required to ensure effective contractor logistics support to the program.</p> <p>MAJOR JOB ACTIVITIES: Manages and executes program munitions handling processes using the USAF-legacy automated Combat Ammunition System (CAS) and Standard Base Supply System (SBSS) as required and IQW guidance in AFI 21-201, Conventional Munitions Maintenance Management. Enters and retrieves data from CAS to support receipt, inspection, quality control, storage, shipping and custody account management of program munitions. Ensures at least two</p>

		assigned personnel have extensive CAS expertise and at least two assigned personnel have Commercial Drivers Licenses with hazard endorsement. Develops and publishes operating instructions, policies and checklists regarding security (entry control, key, lock & cylinder) safety (emergency action, explosive and industrial safety), tool accountability, self-inspection, storage management and training. Items will be reviewed by USAF contract management and munitions safety personnel. Establishes and maintains an effective storage program, including the development of a Master Storage Plan with all required data IAW AFI 21-201. Maintain an effective munitions inspection program ensuring at least two munitions inspectors are staffed meeting the qualification required in AFI 21-201 and Technical Order (TO)11A-1-10. Properly uses, maintains and updates applicable TO files. Ensures adherence to OESH requirements, under the guidance of M and USAF OESH personnel, in the accomplishment of customer support logistics requirements.
01013	NAF Accounting Clerk	<p>Minimum Education: AA Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Performs general accounting duties IAW Air Force Non-Appropriated Fund (NAF) Accounting Policies and Procedures and Public Law for a Force Support Squadron.</p> <p>MAJOR JOB ACTIVITIES: Types of duties include budgeting, inventory management, Cash Management Investment Programs management, property management, records management, telephone/ equipment management, reconciliation of daily and month end paperwork and creating/ approving General Ledger Accounting Forms. Expected to cross-train into the other accounting areas to provide back-up coverage. Performs a full range of accounting duties using double entry accrual accounting methods. Proactive in all aspects of the job to defray potential errors and discrepancies. Supports NAF activity managers during the annual and quarterly budget development process. Provide variance analysis for NAF activity managers, flight chiefs and senior leadership as required. Submits NAF budgets to appropriate government agencies as well as perform various financial analyses to support FSS requirements and goals. Administers NAFRIS to train and assist activity managers and employees to manage and control resale items. Reviews and advises Activity Managers on other inventory systems to include Food Trak and Rec Trak. Reviews, advises, adjusts and submits ending inventories to SSC to incorporate into financial statement. Records entries on local projects and advises Activity Managers when completed so as to be added to Asset List for Activity. Advises and reviews to ensure the AFI is adhered to and submits Asset Forms to SSC. Responsible for Records Management program issues within the NAF Accounting section. Oversees records and stages as appropriate as directed by AFIs. Provides research and advises SSC with proper accounting strings. Oversees Accounts Receivables as well as reconciliation of daily revenue records for Category A and B activities. Prepares and submits to SSC prepaid forms according to AFIs at the request of Activity Managers. Balances and adjusts subsidiaries to be submitted to SSC for incorporation into the financial statements.</p>
99030	NAF Central Cashier	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>Receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. Process credit card transactions and may be required to know value and features of items for which money is received. Provide cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. Usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.</p>
01013	NAF General Ledger Clerk	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in</p>

		the accounting system; analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.
14100	Network Engineer	<p>Minimum Education: BS Minimum Experience: 6 Years</p> <p>POSITION SUMMARY: Performs work as the network engineer on network routing, switching, architecture and bandwidth. Networks include fixed, mobile, wireless and secure. May be assigned trainer role within the scope of authority.</p> <p>MAJOR JOB ACTIVITIES: Responsible for interfacing directly with the customer about their technical issues. Uses the trouble ticket system to input tickets, update tickets, track progress of the issue resolution, and updating the customer on the resolution progress. Provides network engineering solutions for the base WAN/LAN infrastructure and topology. Performs diagnostics, isolation and corrective action to resolve minor and major network outages. Monitors and reports on network performance and submits recommended improvements. Performs design, review, execution in upgrading hardware and software of network devices. Support of cryptographic equipment on secure network segments. Complies with DISA STIG's and associated network security policies. Performs DISA long-haul communication procedures and order entry actions. Monitors results against technical specifications. Formulates and defines technical scope and objectives of task. Identifies and schedules project deliverables, milestones and required tasks. Confers with personnel to provide technical advice and resolve problems. Coordinates and responds to requests for changes from original specifications. Assists in developing and maintaining technical documentation. Responsible for educating one-self on the policies and procedures governing DoD networks.</p>
14101	Network Technician I	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. Carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. The supervisor defines objectives, priorities, and deadlines. Work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.</p>
14102	Network Technician II	<p>Minimum Education: AAS Minimum Experience: 4 Years</p> <p>POSITION SUMMARY: Provides communications systems support services for base customers. Troubleshooting, maintenance, upgrade, and configuration of local area network systems (routers, switches, hubs, ATM devices, modems, CSU/DSU, cryptographic devices, transceivers, copper and fiber optics cabling) servicing base organizations. Assists equipment receipt and warehousing, inspects communications closets and perform cable management, assemble and installation of telecommunication cabinets; assist site survey to determine equipment requirements, power, security and climate; setup and configure workstations.</p> <p>MAJOR JOB ACTIVITIES: Install network cables; assist with network systems configuration, installation and maintenance. Assist with equipment adjustments, and reconfigures network equipment mode of operation by replacing, restrapping, or reprogramming modules and assemblies for</p>

		<p>the local area network. Assists or completes site surveys for Communications-Computer System Documents (CSR) for LANs. Designs LANs for buildings requesting connection to base LAN fiber backbone, and serves as a network infrastructure apprentice and assists lead technicians developing the lists of materials and recommended course of action based on the site survey. Assists or completes testing, troubleshooting of network systems and hardware and software problems; assembles and installs telecommunication cabinets and network components. Assists or completes with LAN upgrades, including installation of fiber optic and copper cabling, routers, bridges, hubs, switches, DSL devices, modems, and associated devices.</p>
14103	Network Technician III, Lead	<p>Minimum Education: AA Minimum Experience: 6 Years POSITION SUMMARY: Performs work as the supervisor and lead technician on network routing, switching, architecture and bandwidth. Networks include fixed, mobile, wireless and secure. May be assigned trainer role within the scope of authority. MAJOR JOB ACTIVITIES: Directs and coordinates activities of personnel to ensure progress and schedules are on time. Supervise daily tasks for work center and assigned technicians. Assign work tasks, stand-by schedules and local training and requirements. Responsible for interfacing directly with the customer about their technical issues. Responsible for using the trouble ticket system to input tickets, update tickets, track progress of the issue resolution, and updating the customer on the resolution progress. Consults with management and reviews project and task proposals to determine goals, time frame and procedures for accomplishing projects, staffing requirements, and allotment of resources. Prepares status reports, metrics and keeps management, clients, and others informed of status. Provides network solutions for the base WAN/LAN infrastructure and topology. Performs diagnostics, isolation and corrective action to resolve minor and major network outages. Monitors results against technical specifications. Monitors and reports on network performance and submits recommended improvements. Support of cryptographic equipment on secure network segments. Complies with DISA STIG's and associated network security policies. Performs DISA long-haul communication procedures and order entry actions. Formulates and defines technical scope and objectives of task. Identifies and schedules project deliverables, milestones and required tasks. Confers with personnel to provide technical advice and resolve problems. Assists in developing and maintaining technical documentation. Responsible for educating one-self on the policies and procedures governing DoD networks.</p>
31260	Park Attendant	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: Operates the recreational area, to include performing a combination of clerical and other duties. Directs the planning, organizing and directing comprehensive public and voluntary recreation programs at recreation buildings, indoor centers, playgrounds, playfields or day camps. MAJOR JOB ACTIVITIES: Responsible to perform all assigned duties as safely and efficiently as possible to maintain a safe work environment. Greets visitors at facility entrance and hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. Conducts tours of premises and assigns campground or recreational sites. Collects fees, maintains register of campers and visitors, completes daily NAF financial paperwork, and makes daily deposits. Maintains campgrounds and other areas in accordance with local law enforcement laws and regulations. Assists in maintaining camping and recreational areas in clean and orderly condition. Procures supplies and equipment, accounts for all equipment/property and inventories.</p>
01261	Personnel Specialist I	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: Performs tasks and applies procedures and policies using knowledge of military and civilian personnel procedures and the personnel data system (PDS) to include: Military and Civilian Awards and Decorations. Maintains current knowledge of AFIs, DoD Manuals and the Personnel Service Delivery (PSD) Handbook. MAJOR JOB ACTIVITIES: Provide accurate and timely customer assistance. Ensure information and appropriate forms/documents are provided to customers on personnel action request and provide referrals to other agencies. Compare personnel records with source documents, and management</p>

		<p>products; submits updates/corrections as needed. Ensure all decorations copies for officers, E7- E9 are forwarded to the promotion board (AFPC). Ensure personnel action request are prepared and maintained to include, but not limited to special orders for awards and decorations. Ensure documents required to support service awards and decorations are processed. Ensure actions are completed to solicit and submit special awards. Maintain data, and provides reports on programs and operations. Preparing and processing correspondence, reports, forms, and operating office equipment (i.e. fax photocopy, or scanner machine); assisting customers and answering telephones. Perform additional duties assigned by the Personnel Systems Branch Chief, and assist with special projects as directed. Update member's records in MilPDS and DCPDS. Maintain files of correspondence, directive, instructions, and other publications. Ensure compliance with policies, directives, and procedures. Assist Personnel Systems Branch Manager with all non-conformances and corrective actions related to Military and Civilian Awards and Decorations Section. Assist in general housekeeping of common areas and work area/center. Reports to the Personnel Systems Branch Chief but functions independently as an advisor with minimum guidance on Awards and Decoration issues.</p>
20130	Procedures and Analyst Lead	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.</p>
Exempt	Program Manager	<p>Minimum Education: BS Minimum Experience: 10 Years</p> <p>POSITION SUMMARY: Overall management of a specific Base, Logistics & Security program(s) insuring that the technical solutions and schedules for the program are implemented in a timely manner. A minimum of managing the security aspect of a BOS contract is required.</p> <p>MAJOR JOB ACTIVITIES: Responsible for the daily operations of an individual project IAW the established Government policies, procedures, systems, and requirements. Capable of running an entire project of \$35-60M per year. Responsibilities include project start-up (phase-in) and subcontracting strategy, contract changes, customer daily relations, subcontractor relations and program reporting. Performs enterprise wide horizontal integration planning and interfaces to other functional operations and support systems. Demonstrated high level of analytic skill in managing multiple tasks, managing large workforces, solving complex technical, administrative, and managerial problems. Displays excellent customer relations and interpersonal skills. Experience with all aspects of a project management (i.e., technical, contractual, human resources, administrative, financial). Maintains required technical and financial reports to show progress of projects to senior management and the customer. Organizes all project work and assigns responsibilities to subordinates. Provides quality assurance for all project activity and oversees the successful completion of all assigned tasks.</p>
13054	Publications and Forms Specialist I	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>POSITION SUMMARY: Assists with the performance of administrative tasks requiring knowledge of military and civilian personnel procedures and information management to include: electronic and manual publications and forms development, design, control, storage, and dissemination; management of official records, publishing management, and website management.</p> <p>MAJOR JOB ACTIVITIES: Ensures compliance with policies, directives, and procedures. Responds to requests for information, status, and availability of publications and forms. Provides accurate and</p>

		<p>timely customer service. Initiates, tracks, and annotates publications and forms reviews. Assists with development, design, processing and management of publications and forms. Assists with the maintenance and disposition of record sets. Assists with updating records information, as necessary, to include: publications and forms databases; address directories; indices, product announcements. Assists with the acquisition of publications and forms using electronic and manual means. Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements. Assists in maintaining office web pages. Assists in the administrative duties of publishing bulletins. Assists with developing, coordinating, scheduling and conducting programs (to include, but not limited to: training, briefings, staff assistance visits, etc.). Provides data for statistical reports on programs and operations as needed. Some receptionist or other clerical duties may be required, to include: preparing and process correspondence, reports and forms; operating office equipment (i.e., fax, photocopy, scanner, shredding machines); helping customers, and answering telephones. Assists with maintaining files of correspondence, directives, instructions, and other publications. Assists in general housekeeping of common areas and work area/center.</p>
13058	Publications and Forms Specialist II	<p>Minimum Education: HS Minimum Experience: 3 Years POSITION SUMMARY: Performs administrative tasks requiring knowledge of military and civilian personnel procedures and information management to include: electronic and manual publications and forms development, design, control, storage, and dissemination; management of official records, publishing management, and website management. MAJOR JOB ACTIVITIES: Ensures compliance with policies, directives, and procedures. Responds to requests for information, status, and availability of publications and forms. Provides accurate and timely customer service. Initiates, tracks, and annotates publications and forms reviews. Develop, design, process and management of publications and forms. Maintenance and disposition of record sets. Updating records information, as necessary, to include: publications and forms databases; address directories; indices, product announcements. Assists with the acquisition of publications and forms using electronic and manual means. Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements. Maintains office web pages and publishes bulletins. Developing, coordinating, scheduling and conducting programs (to include, but not limited to: training, briefings, staff assistance visits, etc.). Provides and analyzes data for statistical reports on programs and operations as needed. Maintains files of correspondence, directives, instructions, and other publications.</p>
13062	Publicist	<p>Minimum Education: HS Minimum Experience: 2 Years POSITION SUMMARY: Writes for numerous forms of written media used to market programs. Projects include but are not limited to newspaper articles, text for web pages, written articles for magazines and ads. MAJOR JOB ACTIVITIES: Control written media for all communications created by the marketing office and ensures the AP format is adhered. Create written media as needed and requested. Superior interpersonal and written communications skills. Must be computer literate and able to work with Microsoft Word, Power point and Excel; knowledge of Adobe products is helpful. Sound work ethic, desire and commitment to accept increasingly greater challenges and responsibilities. Team player who can execute independently in the fast-paced media environment.</p>
Exempt	QC / Safety Manager	<p>Minimum Education: BS Minimum Experience: 4 Years POSITION SUMMARY: Supervises the Quality Section responsible for the development, implementation, coordination and management of the Quality Program and approved process, policy and quality practices to ensure delivery of work and services at all performance levels of the contract. MAJOR JOB ACTIVITIES: Establishes and implements a Quality Control (QC) Program and related process infrastructure, to include managing departmental resources for; audits, inspections, and process/policy analysis, compliance, functionality and capability; maintains the overall quality system and operations, reporting and record keeping; ensures program and functional area management awareness of quality related problems, system failures, root causes, and corrective action</p>

		<p>implementation and effectiveness for identified deficiencies. Coordinates deficiency corrections and identified process improvements with area supervisors and managers and serves as the quality liaison to USG quality representatives, to ensure that the program's quality system complements and complies with USG, regulatory, and corporate requirements. Routinely evaluates the business process management system capability and suggests preventive measures to reduce problem recurrence, prepares reports and documents all quality activities and results, discloses program deficiencies, ensures improvement are effective, and instructs functional areas in the application of quality standards and requirements, and updates as required. Responsible to ensure business process management system meets corporate, ISO and CMMI requirements. Acts as the POC to Systems Division HQ's Quality Manager, and Corporate Directives Coordinator, to facilitate the maintenance and implementation of policy and internal operating procedures updates and coordination.</p>
Exempt	Quality Systems Analyst	<p>Minimum Education: AA Minimum Experience: 4 Years POSITION SUMMARY: Reports to the project Quality Manager. Assists with executing the Quality Control Program. Monitors and analyzes performance of functional and departmental areas including Airfield, Logistics, Communications, Civil Engineering and Force Support functions. Identifies non-conformances and deficiencies within functions and departments, assists with determining root-causes and evaluates the effectiveness of corrective actions taken. Assists with executing Customer Satisfaction and the Performance Based Metrics Programs. Assists with managing the intranet SharePoint document control site. MAJOR JOB ACTIVITIES: Must perform all work IAW OSHA, EPA, Fire and Safety Regulations and published company work rules. Perform audits, surveillance inspections and performance metric validations. Complete audit, surveillance and metric reports. Inform area supervisors and managers of non-conformances, deficiencies, and recommended process improvements. Serve as liaison to government quality representatives to ensure program quality system complements and complies with USG, regulatory, and agency requirements.</p>
Exempt	Real Estate Specialist	<p>Minimum Education: AA Minimum Experience: 4 Years POSITION SUMMARY: To perform space management functions, primarily provides information and develops plans for space utilization of existing facilities. Conducts inventories of existing real property assets to compare and update against database records. MAJOR JOB ACTIVITIES: Develops plans, evaluates options, prepares documentation and recommends courses of action in relation to improving space utilization at various facilities and functions across the installation. Processes space requests for optimal solutions using AFIs and standards to develop comprehensive solutions to meet customer requirements (45%). Works with organizations managers and customers to prepare and consolidate data for and participate in presentation of space utilization items for the base Space Utilization Board (SPUB). Completes required actions such as meeting minutes, project listings and documents to include required updates and entries to ACES (25%). Conducts inventories, assignment and utilization surveys and or compliance inspections (15%). Responsible for developing and maintaining required data in the ACES or its replacement data system and familiarity with S-file database of space utilization. Develops and executes database retrieval reports as necessary. Maintains effective ability to access or locate database information through the use of computer terminal and keeps current on relevant software applications (15%).</p>
21130	Receiving Lead	<p>Minimum Education: HS Minimum Experience: 2 Years Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. Follows established guidelines in performing day-to-day and routine tasks. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and</p>

		keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.
28510	Recreation Aide	<p>Minimum Education: HS Minimum Experience: None POSITION SUMMARY: Perform duties in support of the Fitness Center, Community Centers. MAJOR JOB ACTIVITIES: Accepts reservations, collects fees, hands out towels, checks out equipment, maintains records of material used, number of patrons and other required information for operation of the facility. May prepare individual exercise records including measuring and patrons exercise objectives. Demonstrates proper use of equipment. May monitor exercise areas, sauna, steams rooms, whirlpool and dressing areas to ensure compliance with facility rules.</p>
28515	Recreation Specialist	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: Perform duties in support of the Fitness Center's mission. The function of these facilities is a well-rounded fitness, sports and recreational program designed to enhance the morale and physical welfare of base personnel. Plans, organizes and directs comprehensive public and voluntary recreation programs at the Fitness Centers. Could work indoors and outdoors and is subject to prolonged standing and exposure to sun. Position is subject to uncommon tour of duty including holidays, weekends and nights. MAJOR JOB ACTIVITIES: Monitors, studies and analyzes recreational needs and resources. Provides financial input for budgets. Procures supplies and equipment. Maintains equipment. Schedules maintenance and use of facilities. Maintains a safe environment for customers. Program director for all fitness programs promoting a variety of vibrant fitness programs based on customer feedback and survey results. Provide physical fitness assessments for fitness center patrons. Maintain the court/field reservations in an organized and accurate state. Manage all fitness equipment and assure that it is operational, clean, and presents a professional fitness image.</p>
28515	Recreation Specialist, Lead	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: Plans, organizes and directs comprehensive public and voluntary recreation programs at recreation building, indoor centers, playgrounds, playfields or day camps. MAJOR JOB ACTIVITIES: Monitors, studies and analyzes recreational needs and resources. Provides financial input for budgets. Procures supplies and equipment. Maintains equipment. Schedules maintenance and use of facilities. Manage all fitness equipment and assure that it is operational, clean, and presents a professional fitness image.</p>
01270	Repair Cycle Lead	<p>Minimum Education: HS Minimum Experience: 2 Years Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.</p>

01270	Researcher / Parts Clerk	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.</p>
Exempt	Resource Manager	<p>Minimum Education: BS Minimum Experience: 4 Years</p> <p>POSITION SUMMARY: Manage the Resource Manager/Liaison office providing Financial Management Services for Base Operating Support activities including NAF, Appropriated Funds, (APF), and Real Property Management. Have a clear understanding of the Air Force Shared Services Center Web-Based Accounting System and NAF Budget, the APF Air Force Standard Accounting System, and the Planning, Programming, Budgeting, and Execution processes. Provide real property management and accountability for all real property controlled by location.</p> <p>MAJOR JOB ACTIVITIES: Base liaison support. Develop, validate, and submit: annual Financial Plan submission for each major program and/or appropriation; and unfunded requirement justifications for each major program and/ or appropriation as suspended by the installation FMO. Respond to the Budget Office, and Command-directed suspenses; develop organizational priorities for funding base-level "end of year fallout funds" for all major programs. Ensure funds distribution accommodates all mission requirements. Identify program funding short falls and notify FMO. Validate, prepare and forward Accounts Receivables for payment. Monitor the execution of funds. Track Accounts Receivables and Accounts Payables to ensure proper accounting. Identify accounting errors through the Budget Office for correction by DFAS. Process funding documents through the use of the ABSS. Manage refunds and reimbursements. Ensure the ACES and IWIMS work order and cost related utility files are maintained with current information. NAF Accounting Base liaison support. Provide base liaison duties as required to Air Force Shared Services Center (SSC). Provide financial indicator products that reflect comparative operations results, inventory levels, inventory turnover rates, cash history analysis, NAF Change and Imprest Fund, ratios, trends, etc. Base Liaison will comply and implement the required responsibilities as identified in the AFSFMA Users Guide. Perform central cashier functions. Perform NAF budgeting functions. NAF Accounting Base Liaison per AFSFMS Users Guide will resolve discrepancies and reporting errors with SSC. Maintain automated Real Property Records (RPR) detailing all real property assets.</p>
Exempt	Resource / Space Manager	<p>Minimum Education: BS Minimum Experience: 6 Years</p> <p>POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff responsible for all aspects of real property management supporting the contracted CE operations. Interfaces with customer, CE, and contracting management personnel, in addition to contractor- PM personnel, as required to resolve real property/space management customer support issues. Ensure effective contractor real property/ space management support.</p> <p>MAJOR JOB ACTIVITIES: Extensively works with and must be intimately familiar with USAF legacy automated resource management and civil engineering operations/resource management system such as ACES and IWIMS (10%). Maintains automated Real Property Records (RPR) within ACES and accomplishes all updates and maintenance of these records. Validates RPRs by performing a</p>

		physical inventory of each RPR line item upon contract initiation and at least once every five years (45%). Prepares and manages real estate reports, surveys, in-grants, out-grants, acquisitions and disposals as required by USAF guidance (15%). Supports the customer's action-office level working groups and board process for researching and addressing real property and space management issues/requirements. Develops and recommends solutions to appropriate board (25%). Briefs senior leadership on CE Real Property issues ensuring proper USAF customer visibility and coordination. Interacts with high headquarters and tenant headquarters functional personnel to address Real Property issues and requirements (5%).
01311	Secretary I	<p>Minimum Education: HS Minimum Experience: None</p> <p>Provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Requires working knowledge of office software programs.</p>
01312	Secretary II	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>POSITION SUMMARY: Supply administrative support to the Logistics Manager and Transportation Department.</p> <p>MAJOR JOB ACTIVITIES: Receives incoming telephone calls, provides answers to routine inquiries and/or refers them to other personnel. Composes correspondences, reports and documents for supervisor's review and signature. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc. Proofreads typed materials for accuracy and correct punctuation, spelling, grammar. Maintains Logistic Managers calendar, arranging meetings and conferences as requested. Maintains departmental records and files. Order office supplies and equipment. Create purchase orders and expense reports. Take responsibility for the compilation and organization of reports and memorandums. Prepare and maintain accurate and complete records and reports, some of which may be confidential in nature. Use a computer to perform clerical tasks and to maintain records. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff. Act as a liaison with internal and external contacts. Coordinate the flow of information both internally and externally.</p>
Exempt	Senior Planner / Programmer	<p>Minimum Education: BS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Perform programming action in all funds sources for work requirements by contract. Develops, prepares and maintains MILCON, NAF, and the O&M contract program. Provides comprehensive planning/programming expertise supporting the development and execution of facility projects. Interfaces with customer- CE/ contract management personnel as required.</p> <p>MAJOR JOB ACTIVITIES: Evaluates, develops, prepares, maintains and recommends programs for new construction, renovation, and improvements of real property facilities and infrastructure project programs. Programs and projects include O&M, NAF and tenant projects and MILCON supporting documentation. Monitors facility surveys of all base real property to identify and program work requirements. Reviews work requirements to assure legality and validity and ensures conformance with programming instruction/guidance polices and applicable AFIs (25%). Develops programming documents such as DD Form 1391 and AF Form 332 (with information from requestor) for MILCON, O&M, NAF and tenant projects. Provides support for economic analysis, environmental assessments and advocacy information for MILCON projects. Coordinates and confers with project engineers and technicians on complex and technical problems and requirements. Provides programming estimates (cost estimates based on current working estimates from project managers) for projects. Reviews the base master plan, work requests and other repair/construction requirements to develop comprehensive projects to meet use requirements and long term goals (25%). Works with organizations managers and customers to prepare and consolidate data for and participate in presentation of contract programmed items for the base Facilities Board process and higher review panels as necessary. Assists in preparing programming information and documentation to support the Integrated Priority List to send to Major Command Headquarters. Completes required programming actions such as meeting minutes, project</p>

		<p>listings and programming documents to include required updates and entries to ACES (25%). Responsible for developing and maintaining required project data in the ACES or its replacement data system and familiarity with the IWIMS. Develops and executes database retrieval reports as necessary. Maintains effective ability to access or locate project database information through the use of computer terminal and keeps current on relevant software applications (15%). Accomplishes and /or monitors planning/programming/base development studies to determine the feasibility of the capability of existing facilities to ensure support of current/new mission or long-range programs and to define requirements for new/additional facilities or demolition of older facilities. Works with master planner, real property personnel and information from space utilization board (10%).</p>
21030	Services Logistics Technician	<p>Minimum Education: HS Minimum Experience: 2 Years Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material.</p>
23580	Services Maintenance Worker	<p>Minimum Education: HS Minimum Experience: 1 Year POSITION SUMMARY: Performs duties in support of the Fitness Center's mission. MAJOR JOB ACTIVITIES: Administers the operations of the Fitness Centers. Assign tasks to rec aides & laborers. Monitors, studies and analyzes recreational needs and resources. Provides financial input for budgets. Procures supplies and equipment. Maintains all equipment. Schedules maintenance and use of facilities. Maintains a safe environment for customers. Responsible for the maintenance of all athletic playing surfaces. Marks playing fields in conjunction with the appropriate season and consults official rule books for technical information. Responsible for policing these areas on a daily basis. Maintain and move fitness equipment as needed. Provide physical fitness assessments for fitness center patrons. Maintain the court/field reservations in an organized and accurate state. Manage all fitness equipment and assure that it is operational, clean, and presents a professional fitness image. The function of these facilities is a well-rounded fitness, sports and recreational program designed to enhance the morale and physical welfare of base personnel. Plans, organizes and directs comprehensive public and voluntary recreation programs at the Fitness Centers. Will work indoors and outdoors and is subject to prolonged standing and exposure to sun. Position is subject to uncommon tour of duty including holidays, weekends and nights.</p>
Exempt	Services Manager	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Manages a myriad of community services and resource programs for the program. Areas of responsibility include Outdoor Recreation centers; fitness centers; robust intramural sports leagues; Community Activities Centers; Auto Hobby Shops; NAF Resource Management office; and the Force Support Marketing and Publicity section. The management scope includes supervision of many full time and seasonal employees. Works with activity supervisors to promote wellness, fitness, relaxation, and self-improvement of customers. Derives additional offerings through market analysis to provide customer driven programs. Promotes safety programs at activities that have levels of risk associated with them. MAJOR JOB ACTIVITIES: Performs managerial and supervisory duties of personnel and activities in the Outdoor Recreation area, Fitness Centers, Community Centers, Arts and Crafts/Auto Hobby shops, NAF Resources Office, and Marketing/Publicity section. Responsible for budgeting and executing Appropriated and NAF funds as required. Develops, evaluates, executes and continuously</p>

		<p>reviews budgets, strategic plans, marketing plans and 5 year plans. Establishes and maintains applicable training requirements, to include required first aid, first responder, lifesaving, and safety aspects. Adheres to applicable Air Force MWR and Force Support standards for customer service requirements and seeks continuous improvement and enhancement. Maintains internal management control systems as required to correctly manage funds, inventories, properties, and facilities. Conducts site visits to recreation areas as required to ensure proper planning and execution of resources and facilities to meet the customer demand mission. Works with PM, contract, and finance department representatives to procure necessary operations and maintenance equipment along with government-furnished equipment. Works with program management HR representatives as required to address and resolve workplace issues for both collective bargaining and exempt employees. Responsible for proper 24/7 execution of all operational aspects of the Community Services as set forth in the performance work statement. Interfaces with customer/contracting support personnel to ensure the execution of personnel services.</p>
21150	Stock Clerk	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Sorts, or weighs, incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.</p>
01410	Stock Control Lead	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. Involves individual case problems or supply actions. May require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; an understanding of the needs of the organization serviced; and analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.</p>
Exempt	Subcontracts Administrator	<p>Minimum Education: BS Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Under the direction of the Contracts Manager for the contract, responsible for subcontracting of services, supplies, minor construction subcontracts and other construction requirements, writing subcontracts specifying services being procured, measurement and performance, and dates of places of delivery. Ensures that all Subcontracts are compliant with corporate policies, Federal Acquisition Regulation (FAR) guidelines, and customer support. Works on complex problems, exercising ethical judgment within broadly define practices and policies. Participates in making and approving decisions related to Subcontracts Administration. Accomplishes RFPs, subcontractor costs or price reasonableness analysis, subcontractor negotiations, subcontracts and amendments/ modifications. Is the initial POC for all oral and writing subcontracting communications, supports USG or internal audits. Responsible for protecting the legal and financial interests of the Corporation during all discussions and interaction with customers, clients, etc.</p> <p>MAJOR JOB ACTIVITIES: Assists in establishing and maintaining subcontracts and procurement procedures and policies to ensure compliance with USG/ customer contractual requirements. Reviews and interprets subcontracts specifications, requirements and terms and conditions for incorporation</p>

		<p>into proposal submittal to customers. Support the issuance of RFPs to prospective subcontractors and vendors and provides expertise to construction, commodities, and services selection activities. Monitors subcontracts performance to ensure that all contract terms and conditions are met. Assists in preparing inputs to the Subcontractor Past Performance Evaluation Report System. Assists PMs in the business management of subcontracts. May be key participant in leading the development of subcontract proposals in support of contract negotiation strategies. Provides pre and post award administration of a variety of contract types including FPIF, FFP, and others as deemed appropriate for the acquisition. Assists in directing coordination with other departments on matters related to subcontracting; prepares responses as necessary to customer correspondence and other requests. Assists in ensuring that subcontract proposal plans and approaches of the Administrative and Cost Volume of a proposal meet the sub contractual requirements of the RFP, FAR, and Cost Accounting Standards. Develops cost or price analysis, subcontracting plan, as necessary, for inclusion in proposals. Leads negotiations with subcontractors; documents reviews of subcontracts; makes recommendations to management to execute subcontract documents; obtains necessary consent and subsequently issues subcontract. Establishes subcontractor budgets, authorizes funding, reviews and approves invoices for payment, reports subcontract status to PM. Accomplishes Labor Checks in accordance with Davis Bacon Act requirements. Oversees Progress Schedules, performance initiatives, and documents milestones to facilitate scheduled invoice payment activities. Initiates Subcontract close-outs. Assist in communicating Subcontracting policies/standards to Subcontract Administrators operating/performing administration on projects at the Program level.</p>
Exempt	Supervisor, Arts and Crafts	<p>Minimum Education: AA Minimum Experience: 3 Years POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff of several personnel managing the operation of an Arts and Crafts Center, providing woodworking, framing, and ceramic development arts and crafts capability in addition to an Auto Hobby Shop. Ensures efficient use of assigned staffing to effectively support all required customer service areas. Interfaces with customer-services/contracting management personnel as required to resolve customer support issues. MAJOR JOB ACTIVITIES: Provides an arts and crafts and auto hobby program that offers instructional aid and meets the recreational and educational needs of customers. Designs and implements the programs to be self-supporting from a combination of appropriated and NAF funds. Ensures that all Arts and Crafts and Auto Hobby Shop locations comply with the operational and functional guidance in AFI 34-111, Air Force Skills Development Programs and the appearance, environment and safety standards provided in AFM 34-134, Air Force Arts and Crafts Program Operation Planning Guide. Coordinates with AAFES to ensure resale activities operate in the best interest of the customer and that resale items do not compete with those available from AAFES. Ensures adherence to OESH requirements, under the guidance of contractor PM and USAF OESH personnel, in the accomplishment of customer support arts & crafts requirements.</p>
Exempt	Supervisor, Awards & Decorations	<p>Minimum Education: AA Minimum Experience: 3 Years POSITION SUMMARY: Manages the program's military awards and decorations processes supervising a staff of personnel. Interfaces with customer mission support and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. Accomplishes other leadership and administrative tasks as required to ensure effective contractor mission support customer support to the program. MAJOR JOB ACTIVITIES: Manages the recognition program for military and DOD civilian personnel assigned to the program. Ensures recommendations for a decoration or award are accurately completed, staffed to approval authority, award elements completed; suspense's met, and forwarded for computer updating and presentation. In addition, follows-up to ensure updates are completed on all military and civilian award actions. Disseminates award and decoration program guidance received from USAF higher headquarters through various multi-media avenues available to include, base newspaper, base bulletin, base e-mail system, e-mails to commanders and their support staffs, and other appropriate forums. Manages and solicits nominations for annual and quarterly awards, to include, obtaining board panel members to make selections. Provides guidance and explanations about award procedures, eligibility, and criteria in response to inquiries. Provide assistance to</p>



		customers in preparing, drafting, and processing special non-standard and non-recurring awards i.e., Humanitarian Service Medal and Voluntary Service Medal. Provides assistance to customers in preparing/processing non-standard and non-recurring awards. Validates concurrence on sister-service award recommendations and processes approved decorations for foreign military personnel.
Exempt	Supervisor, Community Activity Center	<p>Minimum Education: AA Minimum Experience: 3 Years</p> <p>POSITION SUMMARY: Manages a myriad of community services and resource programs. Areas of responsibility include Outdoor Recreation; Fitness Centers; robust intramural sports leagues; Community Activities Centers; Auto Hobby Shops; NAF Resource Management office; and the Force Support Marketing and Publicity section. The management scope includes supervision of full time and seasonal employees. Works with activity supervisors to promote wellness, fitness, relaxation, and self-improvement of customers. Derives additional offerings through market analysis to provide customer driven programs. Promotes safety programs at activities that have levels of risk associated with them.</p> <p>MAJOR JOB ACTIVITIES: Performs managerial and supervisory duties of personnel and activities in the Outdoor Recreation area, Fitness Centers, Community Centers, Arts and Crafts/Auto Hobby shops, NAF Resources Office, and Marketing/Publicity section. Responsible for budgeting and executing Appropriated and NAF funds as required. Develops, evaluates, executes and continuously reviews budgets, strategic plans, marketing plans and 5 year plans. Establishes and maintains applicable training, to include required first aid, first responder, lifesaving, and safety aspects. Adheres to Air Force MWR and Force Support standards for customer service requirements and seeks continuous improvement and enhancement. Maintains internal management control systems as required to correctly manage funds, inventories, properties, and facilities. Conducts site visits to geographically separated recreation areas as required to ensure proper planning and execution of resources and facilities to meet the customer demand mission. Works with PM, contract, and finance department representatives to procure necessary operations and maintenance equipment along with government-furnished equipment. Works with program management HR representatives as required to address and resolve workplace issues for both collective bargaining and exempt employees. Responsible for proper 24/7 execution of all operational aspects of the Community Services as set forth in the performance work statement.</p>
Exempt	Supervisor, Customer Service	<p>Minimum Education: BS Minimum Experience: 1 Year</p> <p>POSITION SUMMARY: Provides supervisory roles and responsibilities for the processing of awards, decorations, and a variety of products and services in both civilian and military personnel data systems for internal and external customers (to include senior military and civilian leaders) at the program. Interfaces with customer mission support and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. Accomplishes other tasks as required to ensure effective contractor mission support customer support to the program.</p> <p>MAJOR JOB ACTIVITIES: Provides oversight for the management of the recognition program for military and DOD civilian personnel assigned to the program. Ensures recommendations for a decoration or award are accurately completed, staffed to approval authority, award elements completed; suspense's met, and forwarded for computer updating and presentation (30%). Ensures award and decoration program guidance received from USAF higher headquarters is disseminated through various multi-media avenues available to include base newspaper, base bulletin, base e-mail system, e-mails to commanders and their support staffs, and other appropriate forums (10%). Ensures assistance is provided to customers in preparing, drafting, and processing special non-standard and non-recurring awards (i.e., Humanitarian Service Medal and Voluntary Service Medal) (10%). Provides oversight to database managers and analysts supporting assigned units utilizing a variety of USAF legacy military and civilian personnel systems to include the MILPDS, DCPDS and others (30%). Ensures that the Military Personnel section and Civilian Personnel section and other applicable functional activities receive hands-on, web-based and military/civilian broadcast VTC training on interpreting and understanding MILPDS and DCPDS systems, including implementing modifications and guidance to maintain system continuity (10%). Ensures production of products from MILPDS/ DCPDS databases are properly scheduled, developed and delivered to the requesting agency; also ensures appropriate follow up for products/services is conducted (10%).</p>

Exempt	Supervisor, Family Support Services	<p>Minimum Education: BS Minimum Experience: 2 Years POSITION SUMMARY: Manages Family Support Services processes and supervising staff. Provides a wide variety of HR services support to military members and their family members. Interfaces with customer mission support and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. Augments the 24/7 Contingency Support Center as a mission support representative when the Center is convened if required. MAJOR JOB ACTIVITIES: Provides non-medical assessment and counseling services and makes appropriate referrals based on customer needs. Documents all assessments, counseling's and referrals. Serves as the AFRC Coordinator in all aspects of family readiness activities. Assesses needs and develops controls and disseminates appropriate education modules (courses, conferences, workshops, etc.) to address family support requirements. Employs appropriate marketing techniques to reach target audiences for all program components. Provides the capability for 24-hour on-call crisis management assistance if required by USAF senior-leadership in addition to the capability to provide 24-hour on-call assistance and support for mobilizations and deployments, Evacuation Reception Centers and evacuees during evacuations, local and national emergencies and disaster response. Manages all aspects of a variety of USAF-directed family support programs such as the Family Life Education Program, the Personal Financial Management Program, the Volunteer Services Program, the Information and Referral Services Program, and the Career Focus Program.</p>
Exempt	Supervisor, Fitness Center	<p>Minimum Education: BS Minimum Experience: 2 Years POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff of numerous personnel. Administers installation physical fitness centers and its associated fitness processes and programs. Interfaces with customer services/contracting management personnel as required to resolve customer support issues. MAJOR JOB ACTIVITIES: Operates physical fitness centers IAW guidance provided in AFI 34-266, Air Force Fitness and Sports Programs and contractual requirements to enhance readiness and provide recreational physical fitness support and programs to both communities. Fitness Center operation include fitness trails, courts, group exercise areas, one-on-one personal fitness training, fitness equipment areas, steam or sauna rooms, jacuzzi, showers, lockers, indoor and outdoor game courts, weight rooms, massage therapist, aerobic or group exercise areas, resale operation and equipment issue for patron utilization. Ensures efficient use of assigned staffing to effectively support required customer service. Manages the preparation and maintenance of playing fields seasonally for all sports programs. Supports schedules and maintains records for sports leagues and tournaments as organized and scheduled based on USAF customer demand. Provides suitable equipment. Provides qualified physical trainers to help individual customers develop optimal fitness plans, and provides a computerized information system to track customer progress.</p>
Exempt	Supervisor, Outdoor Recreation	<p>Minimum Education: AA Minimum Experience: 3 Years POSITION SUMMARY: Assists in the management of a myriad of outdoor recreation services and programs. Responsible for several on-base outdoor recreation facilities. Facilities may include marinas, playgrounds, bathhouses, picnic pavilions, and outdoor recreation courts. Responsible for overall management of equipment; supplies; control and maintenance of vehicles such as tractors, lawn mowers, golf carts, etc., facility management and non-appropriated and appropriated fund management. Interfaces with customer mission support and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. MAJOR JOB ACTIVITIES: Assists the Outdoor Recreation Supervisor/ Community Services Manager in the planning, organizing, and administering of comprehensive outdoor recreation programs that meets the needs of all eligible users such as active duty military and their dependents, retired military and their dependents, federal DOD civilian employees active and retired and their families, reserve personnel and dependents and others authorized use of the recreation area facilities and sites. Provides guidance and leadership to the various outdoor recreation activities and participants. Responsible for instructing lifesaving, CPR, First Aid, plus other related training to lifeguards and other outdoor recreation staffers. Responsible for budgeting and executing Appropriated and NAF Funds as required. Assists in the development, evaluation, execution and</p>

		review of budgets, strategic plans, marketing plans and 5 year plans. Establishes and maintains applicable training requirements. Ensures internal management controls are established and executed. Adheres to Air Force Services standards (Five-Star Standards) for customer service requirements and seeks continuous improvement and enhancement. Interfaces with customer/contracting support personnel to ensure the execution of customer services.
Exempt	Supervisor, Special Functions / Interest Requests	<p>Minimum Education: AA Minimum Experience: 3 POSITION SUMMARY: Manages the contracted Family Support Section's response to defined family support special functions required by the program community. Provides a wide variety of human resources services support to military members of the program and their family members. Interfaces with customer mission support and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. Accomplishes other leadership and administrative tasks as required to ensure effective contractor mission support customer support to the program.</p> <p>MAJOR JOB ACTIVITIES: Under the supervision of the Family Support Services Section Supervisor, provides the necessary services (advertising, facility space, receipt of food/material, etc.) to support special functions and special interest requests conducted by program supporting family support services to the community.</p>
Exempt	Supply Chain Manager	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff of personnel regarding USAF supply (to include fuels), transportation and munitions management processes in support of program requirements. Interfaces with customer- senior logistics/ contracting management personnel, in addition to contractor- program management personnel, as required to resolve program logistics customer support issues. Serves as the senior logistics representative in the Contingency Support Center when the Center is convened.</p> <p>MAJOR JOB ACTIVITIES: Directly supervises Materiel Storage and Distribution, Management and Systems, War Readiness and Transportation Branch Chiefs providing overall guidance and ensuring effective execution of logistics support. Must be capable of effectively leading and managing a highly functionally diverse organization utilizing a wide span of control. Ensures adherence to OESH requirements within supply, transportation and munitions contractor logistics functions under the guidance of contractor PM and USAF OESH personnel. Ensures that contractual Resource Management processes and requirements, including monitoring and management of USAF O&M funding pertaining to program logistics requirements, are managed effectively. Utilizes USAF legacy resource management automated processes and procedures to accomplish this in addition to contractor developed processes as required. Ensures effective utilization and management of USAF supply, transportation and munitions operational legacy automated systems as contractually required. Ensures effective management of Logistics Operations' assigned computer equipment required to support day-to-day operational requirements. Includes establishment of a viable automated equipment replacement program in conjunction with contractor- PM and USAF requirements.</p>
01410	Supply Technician	<p>Minimum Education: HS Minimum Experience: 2 Years POSITION SUMMARY: Supervises and performs item and monetary accounting and inventory stock control, financial planning, and funds control. Computes requirement, determines allowance, and researches and identifies supplies and equipment requirements. Supervises and performs operations involved in storage, inspection, identification, and receipt of property. Responsible for facility safety and security. Conducts inventories. Operates automated equipment, special purpose government vehicles, and material handling equipment.</p> <p>MAJOR JOB ACTIVITIES: Performs administrative and management functions. Performs and monitors management (and procedural application) of manual or automated inventory control actions. Computes and accumulates data for use in analysis. Helps develop work standards and methodology. Performs inventories, and ensures timely correction of discrepancies. Prepares, analyses, and evaluates reports, procedures, and policy data. Inspects and evaluates inventory management activities. Periodically inspects activities for compliance with policies, procedures, and directives for accuracy. Analyzes reports and records activities, reports inefficiencies to supervisors, and</p>

		<p>recommends corrective actions to improve operations. Evaluates supply efficiency and equipment management activities. Uses management products to evaluate accounts. Controls and issues bench stock property. Inspects and identifies property. Inspects conditions of property received. Compares property with procurement specifications. Identifies property, using technical data and blueprints, and identifies components to subassemblies. Performs shelf life inspections of stock. Performs technical material functions. Develops methods and improves procedures for storage and issuing property. Plans use of storage facilities. Inventories supplies and equipment. Issues, delivers, and transfers property. Controls issue of classified sensitive and controlled items, obtaining custody or document receipts. Plans and schedules materiel storage and distribution activities. Ensures availability, and controls use of space, material handling equipment, and required spare parts. Prevents deterioration, contamination, and destruction of property. Controls stock rotation to prevent deterioration and permit maximum use of dated and technical order compliance assets. Coordinates with customers regarding priority of deliveries and destination points. Establishes controls to deliver expedited requests within prescribed time limits.</p>
99832	Surveying Technician	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>Obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.</p>
14101	Systems Administrator I	<p>Minimum Education: AA Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Apply computer systems administration skills to install, operate, maintain, and update computer hardware, software (LINUX/ SUN SOLARIS/ Windows server platforms), and services (database, application, web, file, print, etc.) to include operating system upgrades and vulnerability fixes. Isolates, and resolves network problems. Processes, documents, and coordinates resolution of trouble calls from client support and subordinate unit Functional System Administrators (FSAs). Performs fault isolation by isolating and correcting faults and verifying service restoration.</p> <p>MAJOR JOB ACTIVITIES: Provide 24-hour uninterrupted access to critical core servers. Implement and enforce DOD and Air Force security policies and directives. Performs proactive security functions to deter, detect, isolate, contain, and recover from information system and network security incidents. Provide troubleshooting support for critical core servers. Perform system updates including security updates and service packs. Perform necessary hands-on maintenance of assets. Undertake life-cycle management of systems to ensure critical network assets meet customer requirements. Perform systems performance monitoring and make cogent recommendations based upon the results. Manage and create accounts. Manage access to system and data resources. Populate and manage top-level Organizational Units (OU) provided as part of the installation resources and delegation authority for subordinate level OUs. Perform enterprise printer management. Perform Exchange mailbox management. Identify and apply security measures necessary to prevent unauthorized individuals any access to enterprise resources. Detect, report, and mitigate physical security compromises of any system according to established guidance, policy, and regulation. Install and configure Windows 2003/2008 server. Configure and monitor system backups and perform periodic restorals and restoral drills. Manage enterprise antivirus systems.</p>
14102	Systems Administrator II	<p>Minimum Education: AA Minimum Experience: 6 Years</p> <p>POSITION SUMMARY: Apply computer systems administration skills to install, operate, maintain, and update computer hardware, software (LINUX/ SUN SOLARIS/ Windows server platforms), and services (database, application, web, file, print, etc.) to include operating system upgrades and vulnerability fixes. Isolates, and resolves network problems. Processes, documents, and coordinates resolution of trouble calls from client support and subordinate unit FSAs. Performs fault isolation by isolating and correcting faults and verifying service restoration.</p> <p>MAJOR JOB ACTIVITIES: Provide 24-hour uninterrupted access to critical core servers. Implement and enforce DOD and Air Force security policies and directives. Performs proactive security functions to deter, detect, isolate, contain, and recover from information system and network security incidents. Provide troubleshooting support for critical core servers. Perform system updates</p>

		<p>including security updates and service packs. Perform necessary hands-on maintenance of assets. Undertake life-cycle management of systems to ensure critical network assets meet customer requirements. Perform systems performance monitoring and make cogent recommendations based upon the results. Manage and create Domain Local Groups. Manage access to resources by using Domain Local groups. Populate and manage top-level OU provided as part of the installation resources and delegation authority for subordinate level OUs. Perform enterprise printer management. Perform Exchange mailbox management. Identify and apply security measures necessary to prevent unauthorized individuals any physical access to enterprise resources. Detect, report, and mitigate physical security compromises of any system according to established guidance, policy, and regulation. Install and configure Windows 2003/2008 server. Configure and monitor system backups and perform periodic restoral and restoral drills. Manage enterprise antivirus systems.</p>
14103	Systems Engineer	<p>Minimum Education: BS Minimum Experience: 6 Years POSITION SUMMARY: Applies advanced, expert computer systems administration skills to install, operate, maintain, and update computer hardware (mainframe, mid-range, and server), software (LINUX, UNIX, SUN SOLARIS, and Windows O/S), and services (database, exchange, application, web, file, print, etc.) to include planning operating system upgrades and vulnerability fixes. Administers database operations, implement conversions, and investigates problems in database environment. Conducts advanced functional and connectivity testing to ensure continuing operability, provide ongoing optimization and problem solving support, and recover systems from hardware malfunctions. MAJOR JOB ACTIVITIES: Performs fault isolation by validating, isolating, and correcting faults, and verifying customer's service restoration. Processes, documents, and coordinates resolution of trouble calls from Workgroup Managers (WGM) and FSA. Provides functional direction to System Administrator Level I and II's on any assigned work. Performs system resource management/ protection, manages/ oversees system user accounts, performs system wide backups, and load and capacity planning and management. Install, implement, configure, and maintains functional system components. Provide 24-hour uninterrupted access to critical core servers. Perform installation of high-end hardware platforms and software applications.</p>
23931	Telephone Systems Technician II	<p>Minimum Education: HS Minimum Experience: 2 Years POSITION SUMMARY: Operate, maintain and repair telephone switch networks and copper/fiber-optic cable infrastructure. Process new requirements for service. MAJOR JOB ACTIVITIES: Install, program, maintain, and perform inspections, operational tests, and detailed maintenance on central office telephone equipment including MSL-100 Super node Switch, trunks, related interface units and remote customer service locations. Locate and identify malfunctions in all central office located equipment. Repair malfunctions using the correct procedure and or methods. Maintains all related central office records, both manually or automated to include telephone numbers assignment, batt telephone troubles reported, cable records, and other related forms. Performs premise work to complete the installation, maintenance, repair, modification, relocation modernization of all digital electronic PBX switching equipment, electronic key telephone systems and data systems. Perform testing and troubleshooting on sub-set system equipment. Use system computer terminal to program features in digital systems and electronic key systems. Installs wire connecting blocks, terminal junction boxes, and subsets in administrative and residential building. Offer recommendations on technology refreshment, configuration management, database administration, and user support for the telecommunications infrastructure, systems, and applications. Perform long-haul telecomm management functions. Perform impact assessment of Information Technology/National Security Systems (IT/NSS) documents (formerly known as Communications Systems Requirements Document [CSR]). Answers the telephone to take customers questions and service calls. Correctly document trouble/service information and ensures customers receive prompt, professional and courtesy customer service. Perform Telephone Control Officer (TCO) program duties as assigned. Provide maintenance, system and administration support for AVAYA communications network system. Maintain high level of availability of telephone network and AVAYA system components. Provide service 24/7 when needed.</p>

23932	Telephone Systems Technician III	<p>Minimum Education: AA Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Operate, maintain and repair telephone switch networks and copper/fiber-optic cable infrastructure. Process new requirements for service.</p> <p>MAJOR JOB ACTIVITIES: Install, program, maintain, and perform inspections, operational tests, and detailed maintenance on central office telephonic equipment including MSL-100 Super node Switch, trunks, related interface units and remote customer service locations. Locate and identify malfunctions in all central office located equipment. Repair malfunctions using the correct procedure and or methods. Maintains all related central office records, both manually or automated to include telephone numbers assignment, batt telephone troubles reported, cable records, and other related forms. Performs premise work to complete the installation, maintenance, repair, modification, relocation modernization of all digital electronic PBX switching equipment, electronic key telephone systems and data systems. Perform testing and troubleshooting on sub-set system equipment. Use system computer terminal to program features in digital systems and electronic key systems. Installs wire connecting blocks, terminal junction boxes, and subsets in administrative and residential building. Offer recommendations on technology refreshment, configuration management, database administration, and user support for the telecommunications infrastructure, systems, and applications. Perform long-haul telecomm management functions. Perform impact assessment of IT/NSS documents (formerly known as CSRD). Answers the telephone to take customers questions and service calls. Correctly documents trouble/service information and ensures customers receive prompt, professional and courtesy customer service. Perform TCO program duties as assigned. Provide maintenance, system and administration support for AVAYA communications network system. Maintain high level of availability of telephone network and AVAYA system components. Provide service 24/7 when needed.</p>
23932	Telephone Systems Technician IV	<p>Minimum Education: AA Minimum Experience: 3 Years</p> <p>POSITION SUMMARY: Operate, maintain and repair telephone switch networks and copper/fiber-optic cable infrastructure. Process new requirements for service.</p> <p>MAJOR JOB ACTIVITIES: Install, program, maintain, and perform inspections, operational tests, and detailed maintenance on central office telephonic equipment including MSL-100 Super node Switch, trunks, related interface units and remote customer service locations. Locate and identify malfunctions in all central office located equipment. Repair malfunctions using the correct procedure and or methods. Maintains all related central office records, both manually or automated to include telephone numbers assignment, batt telephone troubles reported, cable records, and other related forms. Performs premise work to complete the installation, maintenance, repair, modification, relocation modernization of all digital electronic PBX switching equipment, electronic key telephone systems and data systems. Perform testing and troubleshooting on sub-set system equipment. Use system computer terminal to program features in digital systems and electronic key systems. Installs wire connecting blocks, terminal junction boxes, and subsets in administrative and residential building. Offer recommendations on technology refreshment, configuration management, database administration, and user support for the telecommunications infrastructure, systems, and applications. Perform long-haul telecomm management functions. Perform impact assessment of IT/NSS documents. Answers the telephone to take customers questions and service calls. Correctly documents trouble/service information and ensures customers receive prompt, professional and courtesy customer service. Manage TCO program. Provide maintenance, system and administration support for AVAYA communications network system. Maintain high level of availability of telephone network and AVAYA system components. Provide service 24/7 when needed.</p>
Exempt	Transportation Branch Chief	<p>Minimum Education: BS Minimum Experience: 6 Years</p> <p>POSITION SUMMARY: Provides overall functional and managerial leadership to a large assigned staff supporting traffic management (excluding personal property), vehicle operations and vehicle maintenance requirements. Serves as the functional expert for transportation customer support requirements/issues, to include peacetime and contingency requirements. Oversees the transportation of assigned DOD Dependent Schools (DoDDS) students. Interfaces with customer logistics and contracting management personnel as required to ensure efficient and satisfactory support of customer</p>

		<p>requirements. Augments the contractor-staffed 24/7 Contingency Support Center as a logistics representative when the Center is convened if required.</p> <p>MAJOR JOB ACTIVITIES: Directly supervises Vehicle Management, Vehicle Operations, and Traffic Management Element Leads providing overall guidance and ensuring effective execution of operational logistics customer support. Ensures effective utilization and maintenance of the USAF's legacy On-Line Vehicle Interactive Management System (OLVIMS) in support of vehicle management and vehicle operations processes, in addition to the Cargo Movement Operating System (CMOS) in support of traffic management processes. Ensures effective fleet management support and government operator's records and licensing administration to customers IAW AFIs. Provides timely and effective vehicle maintenance support to customers, meeting or exceeding USAF Vehicle-In-Commission standards. Ensures adherence to OESH requirements, under the guidance of contractor PM and USAF OESH personnel, in the accomplishment of customer support logistics requirements. Executes DoDDS student transportation program to include determination of efficient bus routing, publication of bus routes and school bus monitors. Reviews the base deployment plan, base support plan and other agreements to provide transportation inputs when required.</p>
05310	Vehicle Body Repair / Paint Helper	<p>Minimum Education: HS Minimum Experience: None</p> <p>Coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from vehicle, using liquid paint remover and scraper, smoothes surface with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface, masks and covers portions of surfaces not to be painted, paints vehicle or specified portion of vehicle and may paint insignia, letters or numerals on vehicle surface using stencils.</p>
05310	Vehicle Body Repair / Painter	<p>Minimum Education: HS Minimum Experience: 3 Years</p> <p>POSITION SUMMARY: Performs vehicle body maintenance activities on military and commercial designed vehicles and equipment. Activities include inspection, repair, refinishing of painted surfaces, fabrication of parts, and rebuilding components. Repairs and replaces automotive upholstery, body parts, panels, and fenders. Welds metals and cuts vehicle glass.</p> <p>MAJOR JOB ACTIVITIES: Determines the overall serviceability and mechanical condition of the vehicle and equipment body and frame to determine best repair methods. Straightens deformed panels, using hand and power tools. Applies body fillers and fiberglass to build up depressed areas, repairs or replaces locks, latches, remote controls, window regulators and other associated body components. Removes and installs electrical wiring and components to facilitate repairs. Designs and manufactures mounted equipment, such as seats, pintle hook mounts, and towing connections. Removes, installs, and adjusts, body components such as fenders, doors, hoods, grills, bumpers, and quarter panels. Aligns these panels using trammels, measuring tape, plumb bob, jacks and associated equipment. Prepares vehicle surfaces for painting by scraping, grinding or applying paint remover. Applies chemical compounds such as primers sealers and finish coatings to wood and metal vehicle body surfaces. Maintains all painting equipment. Welds, cuts, and repairs metals using oxyacetylene, gas-shielded and arc welding. Prepares metal for welding and sets up job using various jigs, clamps and fixtures. Selects the proper equipment for metal welding and effects repair. Adheres to all established safety policies and standards to include identification, use, and proper procedures for handling or disposal of HAZMAT.</p>
01300	Vehicle Maintenance Controller	<p>Minimum Education: HS Minimum Experience: 3 Years</p> <p>POSITION SUMMARY: Performs the scheduling and analysis of maintenance performed on vehicles and equipment. Uses a computer to manage the vehicle data collection system and develops local retrievals to obtain specific data. Files historical data and maintains vehicle records.</p> <p>MAJOR JOB ACTIVITIES: Performs OLVIMS functions. Inputs data to the OLVIMS computer system and verifies data accuracy. Prepares reviews and corrects OLVIMS system products. Performs fleet maintenance analysis. Develops local retrievals to obtain specific data and analyzes this data for specific trends. Coordinates with work center supervisor and using organizations to ensure a timely repair of assigned vehicles. Monitors contract and warranty repairs, status, and funding. Develops and administers long and short range plans and programs for completion of scheduled maintenance</p>

		and special projects. Programs vehicles for depot maintenance on a five year maintenance plan. Controls and administers the delayed maintenance, accident and abuse programs. Operates computers, calculators, typewriters. Maintains and files vehicle historical data and record jackets. Collects data for mandated reporting requirements such as Resource Conservation and Recovery Act (RCRA), Status of Resources and Training Systems (SORTS), etc. Assembles specific vehicular information by extracting and tabulating data in a logical presentation sequence using automated and manual methods. Prepares data for presentation in tabular, chart, graphic and summary form. Gives written and narrative summaries to meet management needs. Analyzes data for deviations from specific performance indicators and helps to develop corrective actions.
01300	Vehicle Maintenance Leader	<p>Minimum Education: AA Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Supervises and performs vehicle and equipment maintenance activities and functions to include diagnostics, repairs, rebuilding of components and assemblies, fabrication of parts, replacement of body panels and refinishing of exteriors. Ensures compliance with vehicle maintenance policies, directives and procedures.</p> <p>MAJOR JOB ACTIVITIES: Plans and schedules vehicle, equipment and vehicle body maintenance activities. Plans and controls work methods, production schedules, operating procedures and performance standards. Monitors maintenance priorities, tire and battery shop operations, and determines mission requirements. Ensures maintenance and supply documentation is complete and accurate. Inspects and evaluates vehicles, equipment and vehicle body maintenance functions. Diagnoses malfunctions of major assemblies and subassemblies to determine the extent of repair, replacement or recommend disposition of vehicles and equipment. Diagnoses, isolates malfunctions and repairs vehicle electrical, emissions, gasoline, diesel and alternative fuel systems. Inspects repaired or rebuilt parts and equipment to ensure work conforms to standards. Inspects equipment for required modification and installation of safety devices. Ensures shop equipment is inspected and serviced at required intervals and unserviceable tools and equipment are removed from service and condition tagged. Identifies deficiencies and initiates materiel deficiency reports at work center level. Performs vehicle, equipment, and allied trades maintenance functions. Solves complex maintenance problems by interpreting layout drawings, specifications, schematics, diagrams, and operating characteristics of vehicles and components. Uses technical orders, commercial manuals or automated systems to determine maintenance procedures and research parts. Troubleshoots, adjusts, repairs, and tests vehicles; alternate fuel, diesel, and gasoline engines; fuel, exhaust, and electrical systems; clutches; torque converters; transmissions; transfer cases; power takeoffs; drive lines; axles; frames; steering, suspension, dispensing, brake, air, and hydraulic systems; tracks; winches; emission control, heating, and air-conditioning systems, active/passive restraint systems and other mounted or special equipment. Practices and ensures compliance with all established safety policies and standards. Implements HAZMAT management policies and procedures ensuring collection, control and disposition of HAZMAT accumulations.</p>
01300	Vehicle Operations Leader	<p>Minimum Education: AA Minimum Experience: 4 Years</p> <p>POSITION SUMMARY: Reviews, validates, and approves requests for transportation support. Prioritizes and schedules vehicle operators and equipment to ensure all contractual vehicle operations metrics are met.</p> <p>MAJOR JOB ACTIVITIES: Responsible for the training, supervision, and scheduling of full and part-time vehicle operators and dispatchers. Ensures scheduling procedures and practices comply with the terms of the CBA and established company personnel policies. Interacts with military and civilian customers to provide prompt, professional and friendly customer service. Prioritizes workload and resolves competing requests for vehicle usage. Quickly evaluates and takes appropriate action regarding numerous diverse personnel and vehicle issues arising daily. Schedules rental vehicles to satisfy periods of peak demand. Ensures vehicles are inspected and cleaned and VIP vehicles appropriately detailed. Ensures assigned vehicles are operated IAW AFIs and directives.</p>
31030	Vehicle Operator, Bus	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>Drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting,</p>

		and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. Records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.
31043	Vehicle Operator, Light	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>POSITION SUMMARY: Present a professional appearance and be willing to work a flexible schedule. Drives assigned vehicles to transport authorized personnel or cargo. Drives vehicle from individual or central loading area to destination, training location, or to location as directed.</p> <p>MAJOR JOB ACTIVITIES: Operate a variety of vehicle types and material handling equipment as assigned. Individual may assist disabled passengers into and out of vehicle and secure cargo. Must operate a radio or similar device to communicate with base station or other vehicles. Clean vehicles and service them with fuel, lubricants, and accessories. Individual may keep records of trips and/or behavior of passengers. Transport material, merchandise, equipment, or workers between various types of establishments. Assist with the loading or unloading of vehicles. Responsible to accomplish the vehicle operator's inspection guide and document discrepancies on vehicles assigned to operate.</p>
31043	Vehicle Operator, Protocol	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.</p>
31030	Vehicle Operator, Special Needs Bus	<p>Minimum Education: HS Minimum Experience: 1 Years</p> <p>The Bus Driver drives bus to transport passengers with special needs over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. Individual may assist disabled passengers into and out of vehicle. Individual must be familiar with operation of wheelchair lift. Records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers with special needs over established city route.</p>
23440	Vehicle Operator, Tractor Trailer	<p>Minimum Education: HS Minimum Experience: 2 Years</p> <p>Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.</p>
05280	Vehicle Operator, Wrecker	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>Also known as a Tow Truck Operator or Wrecker Operator. Operates gasoline, diesel, or electric-powered vehicle equipped with special equipment used to tow vehicles or equipment.</p>
Exempt	War Readiness Supervisor	<p>Minimum Education: AA Minimum Experience: 2 Years</p> <p>POSITION SUMMARY: Provides overall functional and managerial leadership to an assigned staff regarding the proper receipt, storage and issue of USAF supplies and equipment supporting program contingency requirements to include Mission Readiness Spares Packages (MRSP), mobility bag (MOBAG), and complete munitions receiving, storage, handling and distribution requirements. Interfaces with customer logistics and contracting management personnel as required to ensure efficient and satisfactory support of customer requirements. Ensures proper receipt, accountability,</p>

		<p>inventory, storage and issue of USAF supplies and equipment particularly regarding hazardous and security requirements. Augments the contractor-staffed 24/7 Contingency Support Center as a logistics representative when the Center is convened if required.</p> <p>MAJOR JOB ACTIVITIES: Directly supervises Contingency Services and Munitions Section Supervisors providing overall guidance and ensuring effective execution of operational logistics customer support. Oversees the effective storage, maintenance and issuance of MOBAGS, small arms and associated mobility items to support program contingency requirements. Oversees the management and operation of all munitions handling processes to support program contingency requirements. Provides supply support during contingency operations with the capability to provide 24/7 support if required. Reviews USAF war plans for contingency supply tasking and provides input as required to USAF leadership. Manages the War Consumable Distribution Objective program and supply WRM program. Ensures effective utilization of SBSS and other applicable USAF legacy systems/ processes in the accomplishment of war readiness supply customer support logistics requirements. Ensures compliance with USAF hazardous material and environmental handling and storage requirements supporting receipt, storage and distribution of USAF supplies and equipment. Ensures adherence to OESH requirements, under the guidance of contractor PM and USAF OESH personnel, in the accomplishment of customer support logistics requirements.</p>
21410	Warehouse Specialist	<p>Minimum Education: HS Minimum Experience: None</p> <p>As directed, performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials IAW prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. May be required to operate hand or power trucks in performing warehousing duties.</p>
13063	Web Developer II	<p>Minimum Education: AA Minimum Experience: 4 Years</p> <p>POSITION SUMMARY: Works in work center and is responsible for implementing activities of technology projects relating to web services to ensure goals are accomplished for this contract.</p> <p>MAJOR JOB ACTIVITIES: Responsible for interfacing directly with the customer about their technical issues. Responsible for using the trouble ticket system to input tickets, update tickets, track progress of the issue resolution, and updating the customer on the resolution progress. Performs support and maintenance of public, private web pages and applications in accordance with AFI's. Work on IT tasks, specifically designing, implementing and maintaining graphic-intense web pages in a style consistent with Base standards. Consults with management and reviews project and task proposals to determine goals, time frame and procedures for accomplishing projects, staffing requirements, and allotment of resources. Monitors results against technical specifications. Prepares status reports, metrics and keeps management, clients, and others informed of status. Assists other team members in the resolution of technical issues. Provide problem-solving support to base web page maintainers, users and other technicians in solving non-routine web management, and procedure problems. Identifies and schedules project deliverables, milestones and required tasks. Assists in developing and maintaining technical documentation. Responsible for educating one-self on the policies and procedures governing DoD networks. Responsible for educating Web Page Maintainers on the policies and procedures governing DoD networks. Assists users, provides technical assistance and training and recommends minor remedial actions. Configures and maintains IT equipment IAW established practices and guidelines, including existing constraints and directives imposed by the DOD network systems.</p>
23932	Wireless Communication Technician	<p>Minimum Education: AA Minimum Experience: 2 Years</p> <p>Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Maintain manual</p>

		and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.
23980	Woodworker	<p>Minimum Education: HS Minimum Experience: 1 Year</p> <p>Constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. Fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.</p>

*The duties listed are intended only as illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude personnel for the position of the work that is similar, related, or a logical assignment to this class.

**Personnel may be required to perform additional duties as assigned IAW contractual, functional, and mission requirements.