

# NG Sample Critical Elements Query

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
<b>Acft Maint</b>		FWS	Artillery Repairer	Repair Hydraulic System. Repairs all hydraulic valves which control the motion of the turret to ensure safety, IAW applicable regulations/local procedures with zero defects by 30 Jun 09.
		FWS	Aircraft Worker (WG-08)	Uses common hand tools to perform repairs on aircraft IAW technical manuals, 100% of the time.
		FWS	Aircraft Mechanic (WG-10)	Aircraft Inspections. Performs inspections, functional checks and PM to include phase inspections, daily inspections, pre/post flight inspections and special inspections (as required) including fuel and contaminations check, oil sampling and inspection of on board ER EQ, and fills out appropriate paperwork IAW TM 100%
		FWS	Machinist WG10	Finishing Machine Parts. Machinist will finish, fit and assemble all machined parts using precision handwork within 5-7 workdays after parts are fabricated, IAW applicable regulations/local procedures, unless otherwise directed.
		FWS	Artillery Repairer	Electrical System of Turrets. Repair stabilization control system IAW applicable regulations/local procedures to full function within 3 workdays of receipt of workorder.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Tools & Parts Attendant WG06	Equipment Maintenance. Maintain accountability of all tools signed out by each employee. Accomplishes end of day inventory of tools returned to shop IAW applicable regulations/local procedures.
		FWS	Allied Trades Worker WG08	Repairs mobile equipment metal body components. Repairs all dents on 10 vehicles with a 72 hour turn over rate.
		FWS	Machinist	Completes machining work requests within the estimated time of completion (ETC) 90% of the time, IAW applicable regulations/local procedures.
		FWS	Aircraft Mechanic WG10	Aircraft Inspections. IAW applicable regulations/local procedures, complete daily aircraft pre/post flight safety inspections to include functional checks of hydraulic, electrical, transmission, and power systems with 100% accuracy.
		FWS	Aircraft Mechanic WG10	Performs a wide range of inspections as needed to include phase and pre/post flight. Performs daily and special inspections (i.e. fuel contamination, oil sampling, emergency equipment) as required. Conducts weekly checks on hydraulic, electrical, transmissions, and power systems.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Tools & Parts Attendant WG-06	Tools & Parts Stockroom Operator. Provides information on the status of stock for determining and keeping adequate numbers and types of items on hand. Conducts weekly inventory of tools and parts room. Complies monthly reports of use of stock handling equipment, inventory counts and stock records, damaged stock, location changes, and refusal of shipments.

		FWS	Aircraft Mechanic WG10	IAW applicable regulations/local procedures, performs inspections, functional checks, and preventive maintenance on assigned aircraft to include periodic, phase, hourly, pre/post flight, and special inspections such as fuel contamination, emergency equipment, and oil sampling. Inspects and performs functional checks such as landing gear retractive and operation checks on hydraulic, electrical, lubrication, vacuum, and exhaust systems NLT 20 minutes prior to flight.
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Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Acft Survival Fit Equip Repairer WG10	Utilizes Equipment and Financial Processing Systems. Coordinates with resource advisor and other financial contacts before initiating and sending documents to supply for purchase and pickup. Maintain an accountability of all equipment and cost management in the appropriate tracking log accordingly for annual review. Maintain a log of all equipment and tools purchased via IMPAC account and reconcile with Resource Advisor quarterly. Prepare equipment for pick-up and delivery within 5-7 days after appropriate documentation and coordination of inspectable item is annotated.
		FWS	Aircraft Mechanic	Fire Crash Emergencies. Responds to fire/crashes within 5 minutes of alarm, properly attired in appropriate safety gear, IAW OSHA Standards & local policies. Conduct situation triage and report to supervisor within 5 minutes of arrival on-scene.
		FWS	Aircraft Worker WG08	Accomplish a variety of repairs or services on military aircraft. As required, assist an aircraft mechanic in accomplishing a variety of inspection, services and repairs on military aircraft IAW applicable regulations/local procedures. Repair work will include removing, cleaning, re-installing, or replacing defective parts, accessories, and components. Ensures all inspections/repairs are documented in the aircraft maintenance records.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
	Aircraft Systems Inspections	FWS	Aircraft Systems Inspection	Conducts monthly inspections on all aircraft systems to prepare for end of fiscal year inspections, scheduled for 1 Sep 2009.
	PD 70448E00	FWS	Acft Propeller Mech Sm Shop Chf WG11	Plans & assigns work. Plans shop work schedule two weeks in advance and provides work assignments to lower graded mechanics. Determines most efficient manner to accomplish mission within 2 weeks of assignment. Provides quarterly input to supervisor concerning required personnel actions, unless the action requires immediate attention.
	PD 70657000	FWS	Machinist	Employee will produce 50 fabrications per month IAW published J4 Surface Maintenance Facilities checklist.
	PD 70657000	FWS	Machinist	Production and welding. IAW plans, drawings, and blueprints complete work orders where 95% are approved by inspectors.
	PD 70665000	FWS	Allied Trades Worker	Equipment Repairer. Must repair mobile equipment within 2-3 days after receiving repair request. Equipment will be in 100% working conditions within 4-5 business days, and IAW shop operating procedures and other local or higher HQ regulations, or otherwise directed.
	PD 70665000	FWS	Allied Trades Worker	Vehicle Painting. Prepare and paint vehicles IAW material directions and be prepared for inspection by shop chief, within 1 week of receiving assignment from supervisor.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
	PD 70669000	FWS	Artillery Repairer	Preventive Maintenance Checks and Service. Performs preventive maintenance on weapons within 1-2 days of service request from shop chief, IAW maintenance regulations to ensure recoil systems and borescopes are 100% functional and in good working condition and cleared for use.
	PD 70669000	FWS	Artillery Repairer	Performs maintenance on the lectrical system of turret in 5-7 business days form the date assigned task to completion with 100% accuracy.
	PD 80894000	FWS	Acft Survival Fit Equip Repairer WG10	Parachute. Performs techniccal order compliance and modifications on parachutes IAW local and Federal policies with 100% accuracy within 3-5 business days.
	PD R6737200	FWS	Aircraft Mechanic	Perform Inspections on Blackhawk. Utilizing the AASF standard operating procedures (SOP) checklist. The after flight inspection will be performed IAW technical manuals and applicable AR and FMs in 1-2 days. Completed checklist will them be submitted to shop supervisor for next level inpsctions, unless otherwise directed.
	PD R6737200	FWS	Aircraft Mechanic	Inspections. Within 2-3 business days complete assigned inspections & report deficiencies to proper authority IAW applicable regulations/local procedures to include phase, daily, pre/post flight and special inspections facilitating state requirements/missions.

**Aviation**

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		GS	Aircraft Pilot (AR) GS-12	Plans, organizes and oversees the Aviation Safety Program of the AAOF. Reviews and analysis safety directives and publishes and revises local directors as required, not to exceed on a monthly basis.
<b>Comm Tran</b>		GS	Traffic Manager GS09	Military & Civilian Travel. Administers procurement of military and civilian passenger travel IAW applicable regulations/local policies. Supervises arrangemetn of routing and reservation utilizing special fares/discounts when feasible requests will be processed within 3-5 business days of receipt.
<b>Family Prog</b>		GS	Family Program Specialist GS12	Oversees all budget aspects of the Family Program. Forecasts, procures and excutes Army/Air Appropriated/Non-Appropriated funds for the family program, youth program, volunteer reimbursement and contractions on a quarterly basis. Provides guidance on an as need bais for local funds corporate sponsorship. Ensures full utilization of funds and 100% compliance with applicable regulations/local procedures.

**HR Civ**

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		GS	Supv HR Specialist GS12	Execute the full range of human resources (including performance management and fiscal responsibilities within established timelines and IAW applicable regulations/local produres. Adheres to merit principles. Develops a vision for the work unit, align performance expecations with organizational goals.
	HRD WCD	GS	HRD Policy	Review, develop and draft state TPR 430 IAW state collective bargaining agreement and NGB policy. Update supervisor monthly on progress. Draft regulation is due to the HRO NLT 30 June.
<b>HR MIL</b>				
		GS	HR Assistant (Mil) GS05	Receives and logs in documentation daily. Maintains an audit trail for all transactions. Makes sure documentation is correct and distributes to other workcenters. Verifies actions are processed in SIDPERS database within 3-5 days. Daily, reconciles report for errors and takes necessary action to correct errors.
		GS	Customer Service	Staff the customer service desk 1 day a week; obtaining a 90% customer satisfaction rating.
		GS	HR Spec (Mil)	IAW applicable regulations/local procedures, processes unit forecasted MTOE and TDA structure within 5-7 business days.

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		GS	HR Assistant (Mil) GS05	Provides technical assistance and clerical support IAW applicable regulations/local procedures . Responsible for processing various personnel actions within 2-3 days of request for personnel action.
	PD 80529E00	GS	HR Assistant (Mil) GS06	Provides support in administration of the HR program. Completes a wide variety of personnel actions within 5 days of receipt, with less than 3% error rate. Verifies accuracy rate of action/information IAW applicable regulations/local procedures (such as assignment actions, promotions, extentions, training, separations, etc.)
<b>Supply</b>				
	PD 70148PX	GS	Supply Technician	Customer Service. Serves as point of contact for customers with supply and service problems. IAW local policies contacting customers within 3-5 business days with a solution and/or guidance.
	PD 70673000	FWS	Tools & Parts Attendant	Stock Replenishment. Establish and maintain quantities of supplies and materials within quarterly budget to ensure 95% of required supplies are on had and those ordered are received within 3-5 days.
	PD 70673000	FWS	Toos & Parts Attendant	Tools & Equipment Maintenance. Perform visual and operating checks IAW application Tech Manuals. Provide damaged and worn out equipment reprot to supervisor by last workday of the month.

**Veh Maint**

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Auto Mechanic WG10	Automotive Repair. Repairs gasoline and diesel vehicles as required. Repairs will be completed IAW applicable regulations/local procedures. Repairs are made utilizing independent judgment and own initiatives. Applicable safety regulations shall be followed in the performance of duties. After completing necessary repairs, vehicles will undergo an operational test, to ensure its servicability. Vehicles must pass operational inspections prior to return to vehicle fleet, and available for dispatch.