Technical Writer

Job Description

Technical Order Support:
Support U.S. Air Force (USAF) Intercontinental Ballistic Missile (ICBM) with technical writing and updating of Technical Order (TO) and Time Compliance Technical Order (TCTO) tasks in accordance with (IAW) TMCR 86-01 and Commercial Off-the-Shelf (COTS) Manuals and Associated Supplemental Data

Modification/Replacement Programs:
- Assist USAF Technical Order Management Agency (TOMA) with all required reviews, (e.g. 30%, 80%, Pre- Publication Review, etc.) and development of new procedures. Attend meetings either in the field or at depot.
- Validate/verify new TO(s) if required.
- Validate/verify TO(s), source data, Tech Order Page Supplements (TOPS), TCTOs, and/or TO changes.

AFTO Form 252-TO Change Requests:
- Review and evaluate engineering analysis of proposed changes as required.
- Review and evaluate source data in AFTO Form 252 format for recommended changes to TOs as required.

TO Sustainment/Technical Editing:
- Incorporate changes into existing TOs, including Publication Change Requests (PCRs), TOPS, Safety and Operations Supplements, source data, TCTO supplements. Provide supplements if necessary IAW TMCR 86-01.
- Perform work in accordance with the Priority of the AFTO22/252, TCTO, or as set by the TOMA.
- Provide quality and configuration control of change process.
- Provide change/revision or supplement files, assembly sheet, baseline files, merged and linked PDF files, updated TOs and/or changes to the government for distribution IAW TMCR 86-01.
- Track status of change packages
- Rewrite/rebaseline TOs as needed to incorporate significant changes IAW TMCR 86-01
- Travel TDY for verification of changes.
- Provide support in publishing/updating Technical Orders and other processing documents in support of Air Force Space Command for the Reentry System Launch Program (RSLP), including Minuteman I, II, III and Peacekeeper documents.
- Maintain and sustain baseline TOs and digital data files (SGML, interleaf, MS Word).
- Maintenance of TO files support equipment.
- Perform conversions/revision of non-TO formatted data into AF standard TOs IAW TMCR 86-01.
- Hold monthly TO Integrated Process Team meetings to provide status and review metrics and discuss any issues for modification or sustainment changes and policy/guidance.
- Perform special projects requested by TOMA, to include data review and validation

Qualifications
Strong computer skills. Highly organized, methodical and detail oriented. Able to apply military specifications throughout the technical data change/edit process.

Application Instructions
Send cover letter and resume to Al Alegre (alalegre@avalonbes.com). Phone and email is permitted if you have further questions.