

**Thomas Richard Collins**

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**Availability:****Job Type:** Permanent, Presidential Management Fellows, Telework**Work Schedule:** Full-time, Multiple Schedules

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**Work Experience:****Shift Supervisor****USAFR (This is a federal job)**

225 Galaxy Rd

894

Lackland AFB, TX

**2/2018 - Present****Salary:** \$75,000.00 USD Per Year**Hours per week:** 40**Series:** 5378 Powered Support Systems Mechanic**Pay Plan:** WS - Supervisory Pay Schedules--Federal Wage System**Grade:** 09**Duties, Accomplishments and Related Skills:**

POWERED SUPPORT SYSTEMS MECHANIC SUPERVISOR, performs work planning responsibilities. Plans use of workers, equipment, facilities, training, quality, logistics, and materials on a daily or by project basis. Adheres to work priorities, project schedules, resources, and detailed work plans established by high level supervisors. Follows customary work cycles and sequences in planning work assignments. Tracks and reports progress on work assignments and requests authority to adjust work assignments and to use of overtime, equipment, and materials to meet schedules. Recommend changes to schedule, priorities, and work sequences as necessary and makes minor deviations in procedures or redirects resources under their control to overcome problems such as equipment failure, material delays, logistics delays, scheduling delays, training, safety or unplanned absences. Assigns work to individuals and provides technical/training/safety direction and/or help in accomplishing difficult work steps and processes. Observes work in progress to anticipate and resolve problems, reassign personnel within group supervised, and coordinates work among workers and other supervisors to maintain work progress to meet schedules. Inspects completed work for quality and work order requirements. Participates with employee in development of performance plans and recommends them to supervisors. Advises employees of performance expectations. Provides proper guidance and direction, continuous feedback on strengths and weaknesses. Hold employees responsible for satisfactory completion of work assignments, training, technical adherence, time & attendance, and recommends performance ratings in accordance with regulations. Recommends appropriate recognition and correction action, as needed, in performance management. Recommends the most suitable applicants for vacant positions. Explains classification determination to subordinate employees. Recommend restructuring positions when necessary to achieve the most effective and economical utilization of personnel. Recommends training based on needs assessments and mission requirements. Maintains work reports and records relating to section, e.g., progress, production, cost, personnel, equipment, materials, training, safety, time and attendance. Assists employees/supervisors in planning overall leave schedule. Applies equal employment opportunity (EEO)/Equal opportunity Treatment (EOT) principals and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Takes a positive action to implement affirmative action/EEO initiatives identified in the installation Affirmative Employment Plan. Takes action to prevent or correct situations that may give rise to complaints of discrimination and/or sexual harassment. Cooperates fully with counselors, investigators and examiners. Ensures education in, compliance with, and

practice of security directives, good safety, and health habits in all work areas. Ensure employees with access to classified information comply with security directives. All known security violations are reported to proper authority immediately when discovered. Submits reports in accordance with reporting directives. Ensure safety equipment and protective clothing/gear are worn when mandated by regulations. Any condition which might pose a hazard to safety or health is reported to the appropriate authority as soon as possible after direction.

Programs responsible for: ATAAPS, Timekeeper, Time and attendance supervisor, DCPDS Supervisor, Training Manager, Equipment Manager, DPAS Information Owner, Safety Supervisor, Production supervisor, logistics supervisor, Equipment scheduler, IG- Wing Inspection Team - APO,

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### **IG Office - Wing Inspection Team Inspector**

**USAFR**

200 Galaxy Rd

Lackland AFB, TX

**10/2018 - Present**

**Hours per week: 1**

**Duties, Accomplishments and Related Skills:**

SME Inspector for APO, PMEL, ATAAPS, DPAS, FLight-Line Driving, Corrosion Control

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### **Quality Assurance Inspector**

**USAFR**

225 Galaxy Rd

894

Westover AFB, MA

**1/2015 - 2/2018**

**Salary:** \$75,000.00 USD Per Year

**Hours per week: 40**

**Duties, Accomplishments and Related Skills:**

Maintenance Group Quality Assurance team is responsible for serving as the primary technical advisory agency to the maintenance group commander. This group of Airmen act as a force of safety for anything having to do with the flightline.

“QA’s job is to provide oversight of the maintenance performed within the maintenance group by performing evaluations using an established monthly plan,” Aerospace Ground Equipment inspector. “These evaluations give leadership a snapshot of compliance within the MXG to maximize mission success. QA also provides technical assistance, when needed, to determine the correct course of action to resolve maintenance problems.”

This group of Airmen are assigned to major components within the maintenance group such as the aircraft themselves and major back shops. They oversee everything from ensuring fire hydrants are being inspected every month to aircraft tires being changed out properly.

“Usually busy Aircraft Maintenance Units means busy QA inspectors,” . “I think in order to maximize your effectiveness in QA, you need to be outgoing, very detail oriented and professional. What I think is probably the most important trait is to have is the ability to speak clearly and train Airmen.

Having a clear and enlightening persona isn’t the only thing it takes to be a QA inspector. Bringing past experiences from their original maintenance trade is sometimes crucial to the QA shop, on top of staying knowledgeable on all of the updated maintenance-related Air Force instructions. Our job is to help and train just as much as it is to police and inspect the line and its maintainers.

QA has a significant impact to USAF mission. We play a crucial role in maintaining safety compliance, tech data compliance, acquiring engineer assistance, incident prevention and reporting. There is a lot of parts to the maintenance world (and) we are just another cog in that large wheel.”

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**Education:**

**Equipment Custodian Block III** Lackland AFB, TX United States

Technical or occupational certificate 9 / 2022

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

Equipment Custodian Continuing Education IAW AFI23-111 & DODI 500064

**2022 NEC NFPA Electrical Code Update Course** Dracut, MA United States

Technical or occupational certificate 7 / 2022

**Credits Earned:** Continuing Education Unit

**Major:** Mass Electrical Journeyman

**DPAS Information Owner** Lackland AFB, TX United States

Technical or occupational certificate 2 / 2022

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

Completed DPAS Information Owner, Trainer Course.

**USAF Supervisor Safety Course** Lackland AFB, TX United States

Technical or occupational certificate 1 / 2022

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

USAF Supervisor Safety Course; AF-USAF Supervisor Safety Trainer Course

**USAF Experienced Supervisor Course** Lackland AFB, TX United States

Technical or occupational certificate 8 / 2021

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

USAF Experienced Supervisor Course, AF-USAF Experienced Supervisor Course (CESC)

**USAF** Lackland AFB, TX United States

Technical or occupational certificate 5 / 2021

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

USAF military Personnel Management Course - AF-USAF Military Personnel Management Course (MPMC)

**USAF Cardiopulmonary Resuscitation (CPR)** Lackland AFB, TX United States

Technical or occupational certificate 5 / 2021

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

USAF Cardiopulmonary Resuscitation (CPR)

**USAF New Supervisor Course** Lackland AFB, TX United States

Technical or occupational certificate 9 / 2019

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

USAF New Supervisor Course, AF-USAF Civilian Supervisor Course (CSC)

**Mass Electrician Journeyman Wireman** Burlington, MA United States

Technical or occupational certificate 8 / 2019

**Credits Earned:** Continuing Education Unit

**USAF Quality Technician Inspector Course** Chicopee, MA United States

Technical or occupational certificate 1 / 2017

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

USAF Quality Technician Inspector Course, AF-USAF Quality Technician Inspector Course

**USAF Government Motor Vehicle Operator Instructor** Lackland AFB, TX United States

Technical or occupational certificate

**Credits Earned:** Continuing Education Unit

**Relevant Coursework, Licenses and Certifications:**

USAF Government Motor Vehicle Operator Instructor; AF-USAF Government Motor Vehicle Operator

Instructor

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**Affiliations:**

436th MXS/MXMG - Technician  
439th MXS/MXMG - Journeyman  
439th MXG/QA - Inspector  
386th MXS/MXMG - NCOIC  
433rd MXS/MXMG - Journeyman

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**References:**

<b>Name</b>	<b>Employer</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Matt Thompson	(*) 433rd MXS/MXMG	Flight Chief	6179812959	matthew.thompson.19@us.af.mil

(\*) Indicates professional reference

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