

**Texas Air National Guard
Air Active Guard Reserve (AGR) Vacancy**

Announcement Number: AGR-16-44

AGR applicants only need to apply to this announcement for consideration.

Open Period: 22 APR 2016 to 9 MAY 2016

Open Areas of Consideration: In-service (Onboard AGR)

This vacancy announcement is open to all presently employed permanent Active Guard Reserve (AGR) at the wing.

Appointment Factors (those that may apply): MSgt/E-7 to SMSgt/E-8

Authorization for a controlled grade is required for SMSgt/E-8 positions. Promotion will be based on availability of the resource.

Position Information

Title: Materiel Management Superintendent

Grade: SMSgt/E-8

DAFSC: 2S091

Position #/s: (0128) 0106145934

Unit / Duty Location: 147 RW / Ellington Field JRB, TX

Funding Availability: Requires locally approved MCR based on selectee

Concurrently Advertised: 147-16-XX, Materiel Management Superintendent @ <https://tmd.texas.gov/air-traditional>

SUMMARY

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron (LRS), Materiel Management Flight. The primary purpose is to direct the performance of the Asset Management, Maintenance Support, and Customer Support Sections to include the management, direction and supervision of assigned employees.

(1) Position provides technical and administrative supervision to subordinate personnel directly and through subordinate supervisors.

(2) Develops goals and objectives that integrate organizational and Material Management Flight objectives.

(3) Establishes, develops, and maintains effective working relationships with other flights, supported organizations, and higher headquarters.

(4) Plans and directs all Asset Management, Maintenance Support, and Customer Support Section functions to provide all logistical support required by the wing and supported organizations

Specialty Summary. Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations.

Duties and Responsibilities:

-Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.

-Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property.

-Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.

-Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.

-Develops methods and improves procedures for storing property. Plans use of storage facilities.

-Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property.

-Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements.

-Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware.

-Acts as a subject matter expert to the commander on the operation of materiel management systems and operations.

-Controls and operates the Remote Processing Station (RPS).

-Monitors systems processing and corrects processing errors through use of the Materiel Management Interface System.

-Develops database retrieval scripts for materiel management support analyses.

-Operates motor vehicles and assorted materiel handling equipment.

QUALIFICATION REQUIREMENTS

- ***This is not a cross-training opportunity: Required AFSC – 2S071 or 2S091***
- **Must have completed SNCO Academy by closing date of announcement.**
- The following experience is mandatory for award of the 2S091: Qualification in and possession of AFSC 2S071. Also, experience is mandatory managing functions such as computing stock control levels; receiving, storing, and issuing property

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INSTRUCTIONS FOR APPLYING: Incomplete/expired paperwork will **NOT** be considered

- **NGB Form 34-1, (dated 11NOV2013, Previous Editions are Obsolete), Application for Active Guard/Reserve (AGR) Position. Announcement number and position title (i.e. AGR-16-XX, etc.) *must* be annotated on the form.**
- **Copy of Records Review RIP *within last 30 days*.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (*RIP must show your ASVAB scores and awarded AFSCs*). Records Review RIP must be no more than 30 calendar days old.
- **AF Form 422, Notification of Air Force Member's Qualification Status *validated within the last 12 months* (required), and AF 469, Duty Limiting Condition Report (if applicable).**
- **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment *must* be **no more than 12** months old.** For Air Force/Air National Guard you can obtain your fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
- Military biography IAW AFH 33-337
- Targeted resume IAW AFH 33-337
- Personal letter of intent IAW AFH 33-337, outlining career goals and objectives
- Letter of Recommendation from your supervisor
- Recommendation by unit commander
- A Commander endorsement memorandum (agreeing to release member; stating fitness standards; government travel card statement; stating not pending adverse action)
- **DD Form 214s (if applicable)**
- Other documents (EPRs, etc.) are **optional**.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address:

ng.tx.txarng.list.hro-agr-air@mail.mil no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, with the proper naming convention of Last Name- Announcement number (i.e. **Last Name-AGR-16-XX**). Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified.

Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); such as SSN, DOB, home/mailling address, height, weight, Body Mass Index, marital status, number of dependents, religious preference. Copies of official transcripts will be accepted (if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed no earlier than three business days prior to the close out date. Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-AGR-16-XX")

REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer