

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

Announcement Number: **AGR-16-58**

Open Period: **27 May 2016 to 28 June 2016**

Open Areas of Consideration: **Nationwide**

This vacancy announcement is open to current members of the Texas Air National Guard and those eligible to transfer to the Texas Air National Guard.

Appointment Factors: **Open to Promotable SSgt/E-5 NTE TSgt/E-6**

Position Information

Title: Materiel Management

Grade: TSgt/E-6

DAFSC: 2S071

Position #/s: (0148) 0105718334

Unit/Duty Location: 203 SFS, Ft Bliss, TX

Funding Availability: AGR Funded

Concurrently Advertised: **N/A**

SUMMARY

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. Stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items.
- Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.
- 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. Coordinates equipment transfer and deployment actions with the accountable officer.
- Plans and schedules materiel storage and distribution activities.
- 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. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products.
- Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database integrity and makes necessary corrections.
- Controls and operates the Remote Processing Station (RPS).
- Monitors systems processing and corrects processing errors. Monitors materiel management traffic through use of the Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Mega centers, to identify and correct problems.
- Develops database retrieval scripts for materiel management support analyses.
- Operates motor vehicles and assorted materiel handling equipment.

QUALIFICATION REQUIREMENTS

- **Trainees Not Applicable: MUST HOLD 2S071 AFSC**
- Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (issue and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

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! -

1. **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013:** *Previous Editions are Obsolete.* **Announcement number and position title must** be annotated on the form. (i.e. "AGR-16-XX")
2. **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.
3. **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).**
4. **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment must be no more than 12 months old.** Air Force/Air National Guard can obtain fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. Airmen must meet the minimum requirements for each fitness component in addition to an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. **DD Form 214s (if applicable)**
6. Other documents (EPRs/OPRs, Resume, 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/ mailing 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 after the close out date. Disqualification notifications will be emailed to applicable applicants 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

SELECTEE WILL START CONTINGENT UPON POSITION BEING VACATED ON 01 NOV 2016

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.