

**OFFICER VACANCY ANNOUNCEMENT  
FOR APPOINTMENT/INITIAL APPOINTMENT TO THE  
TEXAS AIR NATIONAL GUARD**

**POSITION:** Logistics Readiness Officer

**ANNOUNCEMENT:** 136-16-58

**AFSC:** 021R3

**POSITION #:** 0991071

**ISSUE DATE:** 5 May 2016

**GRADE:** 2Lt/O-1, Initial Commission Only

**CLOSING DATE:** Until Filled

**LOCATION:** 136<sup>th</sup> Logistics Readiness Squadron  
Carswell Field, Fort Worth Texas

**Remarks: This is an initial commissioning opportunity only. Trainees will be accepted.**

Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: ([usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@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, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-13-56). Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII). Copies of official transcripts will be accepted, if they are 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 closed out 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. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-136-13-34")

**ITEMS REQUIRED FOR ALL APPLICANTS**

1. Completed AF Form 24 (Application for Appointment) - can be obtained from <http://www.e-publishing.af.mil> AF Form 24 and resume will be detailed chronologically of civilian and military experience with special emphasis on areas of experience and education related to position applying for.
2. AFOQT Scores
3. Certified Copy of college transcripts
4. Personal resume
5. Cover letter,
6. Letters of recommendation (Optional: 3 Max, One from current supervisor).

**PERSONAL INTERVIEWS:** Applicants must be available for interview. Applications will be reviewed and qualified applicants will be notified to meet the Selection Board. Applicants will be notified by phone/mail of interview time and place. Payment for travel is **NOT AUTHORIZED**.

**NOTE:** All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

## **POSITION QUALIFICATIONS**

**1. Specialty Summary.** Integrates the spectrum of the logistics processes within the operational, acquisition, and wholesale environments. The major logistics processes include distribution management, materiel management and contingency operations. Directs and manages distribution management, materiel management, contingency operations, fuels management, aerial port operations, vehicle management, and acquisition/life cycle logistics management. Plans and programs logistics support for wartime requirements. Related DoD Occupational Group: 280100.

### **2. Duties and Responsibilities:**

2.1. Directs distribution management operations to include managing cargo distribution functions such as receiving, inspecting, tracing, tracking, packaging, and shipping of supplies, equipment and war readiness spares. Responsible for logistics pipeline management and time-sensitive delivery of materiel in support of peace, contingency, and wartime operations. Maintains accountability for supplies and equipment. Responsible for the safe and efficient organic ground transportation of personnel and cargo within and between installations in support of daily and contingency operations. Resolves problems related to storage, safety, and fire hazards. Manages storage space utilization and develops and maintains a storage facility and mechanized material handling equipment modernization program to include maintenance, future upgrades, and working stock requirements. Determines readiness requirements, including emergency supply support plans, tactical and strategic movement of personnel, materiel, and units. Schedules and coordinates movement of cargo, personnel, and personal property by commercial or military modes using systems which interface with defense total asset visibility systems. Uses in-transit visibility systems. Maintains liaison with US Transportation Command (USTRANSCOM), other services and federal agencies to schedule and coordinate movements of cargo and personnel. Ensures proper allocation and effective use of transportation resources. Establishes and administers an effective packaging and preservation program. Evaluates movement forecasts and flow of personnel and cargo into the transportation system, movement capabilities, and efficiency of modes used.

2.2. Directs materiel management operations such as, direction and management of retail or wholesale supply activities. Included are environmental compliance and inventory management. Determines, computes, and analyzes current and projected materiel requirements; applies authorizations and allowances; establishes and maintains stock levels; manages asset positioning; inspects, reviews, and evaluates work methods and procedures. Ensures accountability is maintained for supplies, equipment, and War Reserve Materiel (WRM). Determines effectiveness of functional data systems. Manages assigned information systems and applies approved standards and criteria to ensure proper implementation, operation, and results. Develops plans, programs, policies and procedures to manage materiel management activities, including systems design and analysis, determination and computation of requirements, plans for activation and inactivation, facility requirements, equipment allowances, and materiel accounting. Develops working capital fund operating programs and determines operating budget. Provides guidance on handling of readiness materiel stocks, including location, type of storage, protection, security, and quality control.

2.3. Directs contingency operations such as logistics planning, deployment command and control, Logistics Readiness Centers, logistics command and control, Combat Support Center activities, deployment, bed-down, and redeployment activities. Integrates Agile Combat Support planning efforts, conducts readiness assessment of logistics activities, conducts war and contingency planning, base support and expeditionary site planning, WRM management, support agreement management, manages logistics time phased force deployment data and unit type codes. Enables international theater security cooperation and interoperability, operating in coalition or Joint environments often working with contractors, host-nations, etc.

2.4. Directs fuels management operations such as environmental compliance, inventory management of ground and aviation fuels. Determines provisions, computes and analyzes current and projected petroleum requirements; computes, establishes, and maintains stock levels, manages fuel receipt from pipelines, trucks, rail cars, and marine vessels. Manages fuel dispensing systems, bulk fuel storage facilities, cryogenics productions and storage, and test and evaluation of fuel samples. Develops, plans and establishes policies and procedures to manage fuels activities, including systems design, plans for activation and inactivation, facility requirements, equipment allowances, and accounting. Interprets fuels directives. Inspects, reviews, and evaluates work methods and procedures. Resolves problems related to storage, fire hazards, and truck fill stand and aircraft refueling areas. Coordinates with commander, staff, and operating units on wartime, contingency and peacetime fuels support. Coordinates with elements of DoD and other governmental organizations to assure support to Air Force units.

2.5. Directs aerial port operations such as management of fixed and mobile air terminals through various sub-processes to include: Fleet Services, Aerial Delivery, Passenger Terminals, Freight, and the Air Terminal Operations. Coordinates contingency transportation support requirements and capabilities with other agencies using DoD and USAF logistics, transportation and In-Transit Visibility (ITV) systems. Coordinates military and commercial aircraft schedules with appropriate control and operations centers and flight line agencies using current DoD and USAF logistics, transportation and ITV systems. Evaluates movement forecast and flow of personnel and cargo into the most efficient mode of the Defense Transportation System. Collects and analyzes data on air transportation.

2.6. Directs vehicle management operations such as coordination of vehicle and equipment requirements, assignments, priorities and warranty repairs. Evaluates quality of operator care and maintenance. Determines operational requirements and specifications including reliability, maintainability and standardization for facilities, vehicles and materiel handling equipment. Develops policies and

procedures for the administration of vehicle abuse and misuse programs. Collects and analyzes data on vehicle operations and maintenance.

2.7. Directs acquisition/life cycle logistics activities. Plans for and manages systems, subsystems, and equipment throughout their life cycle, including integrated logistics support activities and modernization/obsolescence planning. Develops, initiates, integrates, and manages all logistics actions associated with life cycle management of weapon systems, subsystems, and equipment. Serves as logistics focal point throughout the system's life cycle. Formulates logistics management and fiscal policy for weapon systems.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of the following core competencies: Distribution Management, Materiel Management, and Contingency Operations. A Logistics Readiness Officer must have a well developed knowledge of all three core competencies and a well grounded understanding of the six proficiencies: distribution management, materiel management, fuels management, contingency operations, aerial port operations, and vehicle management.

3.2. Education. For entry education requirements see [Appendix A, Paragraph 13, 21R CIP Education Matrix](#).

Petroleum Engineering	Desirable
Chemical Engineering	
Computer and Information Sciences	Desirable
Computer Programming	
Data Processing	
Information Science/Studies	
Computer Science	
Computer/Information Technology Administration and Management	
Engineering/Industrial Management	
Economics	
Aeronautics/Aviation/Aerospace Science and Technology, General	
Aviation/Airway Management and Operations	
Business Administration, Management and Operations	
Accounting and Related Services	
Parts, Warehousing, and Inventory Management Operations	
Business/Managerial Economics	
Finance and Financial Management Services	
Management Information Systems and Services	
Any Degree	Permitted

3.3. Training. For award of AFSC 21R3, completion of Logistics Readiness Officer basic course (L3OBR21R1) and at least one core competency is mandatory.

3.4. Experience. For award of AFSC 21R3, the officer must gain 24 months experience in any Logistics Readiness function, with no less than 12 continuous months in one of the following competencies: Materiel Management, Contingency Operations, or Distribution Management.

**NOTE:** For ARC officers, the MAJCOM A4 may extend the required completion date when the officer cannot gain experience due to the limitations in training availability or opportunities.

**E-mail APPLICATIONS TO:** [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**Subject Line:** Last Name-Announcement number (i.e. Smith-136-13-02)

**Questions about announcements can be e-mailed to:** [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**Subject Line:** Question-Announcement number (i.e. Question-136-13-03)