**Alaska National Guard**  
**Active Guard Reserve (AGR)**  
**Position Announcement #**  
**AKANG 19-182**  
[https://dmva.alaska.gov/employment/](https://dmva.alaska.gov/employment/)

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>AFSC or MOS</th>
<th>OPEN DATE:</th>
<th>CLOSE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materiel Management Journeyman</td>
<td>2S0X1</td>
<td>29 Jul 2019</td>
<td>28 Aug 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT OF ACTIVITY/DUTY LOCATION:</th>
<th>GRADE REQUIREMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>168 Logistics Readiness Squadron, Eielson Air Force Base, Alaska</td>
<td>Min: E1 Max: E6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELECTING SUPERVISOR:</th>
<th>Position Number</th>
<th>PHYSICAL PROFILE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSgt Treana Briggs</td>
<td>Multiple Vacancies</td>
<td>PULHES – 333333</td>
</tr>
</tbody>
</table>

### AREAS OF CONSIDERATION
- On-board AK ANG AGR (Any AFSC)
- Alaska Air National Guard members (Any AFSC)
- Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

### MAJOR DUTIES MAY INCLUDE
AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: [https://www.my.af.mil](https://www.my.af.mil) to review the AFECED

### INITIAL ELIGIBILITY CRITERIA
*In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: Administrative 41 REQ - OR - General 44 REQ
- Strength requirement: Demonstrated ability to lift 60lbs

### PREFERRED QUALIFICATIONS
In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
- Cover Letter
- Last 3 Enlisted Performance Evaluations
- Letters of Recommendation will be accepted
SPECIAL ANNOUNCEMENT CRITERIA

APPLICATION PROCEDURES

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.
MATERIELMANAGEMENT
(Changed 30 Apr 17)

1. 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. Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities:
2.1. Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.
2.2. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property.
2.3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.
2.4. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.
2.5. 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.
2.6. 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.
2.7. 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.
2.8. Plans and schedules materiel storage and distribution activities.
2.9. 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.
2.10. 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.
2.11. Controls and operates the Remote Processing Station (RPS).
2.13. Develops database retrieval scripts for materiel management support analyses.

3. Specialty Qualifications:
3.1. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, 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 materiel management accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.
3.2. Education. For entry into this AFSC, completion of high school with a course in mathematics is desirable.
3.3. Training. For award of AFSC 2S031, completion of a basic materiel management course is mandatory.
3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
3.4.1. 2S051. Qualification in and possession of AFSC 2S031. Also, experience is mandatory in preparing and maintaining documentation and records associated with materiel management.
3.4.2. 2S071. Qualification in and possession of AFSC 2S051. Also, experience is mandatory in supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions.
3.4.3. 2S091. Qualification in and possession of AFSC 2S071. Also, experience is mandatory in managing functions such as computing stock control levels; receiving, storing, and issuing property.
3.5 Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for entry requirements.

3.5.2. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.3. Retraining into the 2S0XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.