



**Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
AKANG 17-123**

<https://dmva.alaska.gov/employment/>

<b>POSITION TITLE:</b> Materiel Management Craftsman	<b>AFSC or MOS</b> 2S05/71	<b>OPEN DATE:</b> 07 Aug 2017	<b>CLOSE DATE:</b> 22 Aug 2017
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176th Logistics Readiness Squadron, Joint Base Elmendorf-Richardson, Alaska	<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-5 <b>Max:</b> E-6
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<b>SELECTING SUPERVISOR:</b> SMSgt Joslyn Childs	<b>Position Number</b> 271904	<b>PHYSICAL PROFILE:</b> <b>PULHES – 333333</b>
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**AREAS OF CONSIDERATION**

On-board AK ANG AGR (Must hold advertised AFSC)  
Alaska Air National Guard members (Must hold advertised 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> to review the AFECD

**INITIAL ELIGIBILITY CRITERIA**

\*In addition to criteria listed on attached pages\*

- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: 41 Administrative or 44 General
- Strength Requirement: 60lbs
- Position requires flexibility to work any shift, weekends, on call.

**PREFERED 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/Officer Performance Evaluations    - Letters of Recommendation will be accepted
- In-depth experience working with Air Force Sustainment Center supporting MICAP requirements for daily and contingency operations.
- Experience supervising storage facilities, analyzing trends in stockage policy, customer support, and operating contingency processing functions.
- Experience preparing and maintaining documentation associated with materiel management through the Asset Management System.
- Experience and knowledge of programs to include ILSS, ESS, G081, IMDS, and LIMS-EV with familiarity with IGC, GTN, shipment/MICAP tracking.
- Experience in working Items Not Received by Customer, Items Not Put Away, Items Not Pulled Asset Management System Listings.
- Has experience in storing and issuing select weapons system spares and in-warehouse supply assets, selecting items to be shipped or transferred, conducting warehouse validations, maintaining central delivery functions, performing warehouse inspection functions (i.e. shelflife, ESD, functional checks).
- Experience in managing Readiness Spares Package to include deployment preparations, reconstitution post deployment and annual review.
- Knowledge of the Management Internal Control Toolset (MICT) ensuring compliance through self-assessment.
- Currently hold or have previously held AFSC 2S071.
- Review and validate due-ins and requirements. Review and update status from source of supply. When required, initiate follow-up actions on materiel requirements through global supply centers, MAJCOMs and outside agencies to identify and correct problems.
- Process routine shipments to include lateral support and redistribution orders (RDO).
- Manage the customer due-out validation program. Process force due-out releases for customer demands. Cancel customer due-outs when item is no longer required for mission effectiveness.
- For non-maintenance customers; establish, maintain, review on-hand balances, delete bench stocks in coordination, and process replenishment actions with supported activities as needed.
- Responsible to periodically visit/contact all shops to discuss adequacy of support, resolve problems, provide/receive information or conduct informal training as necessary. Conduct Demand Processing responsibilities for on/off base customer order requests.
- Store, issue, ship, transfer, protect, and safeguard property e.g. classified, sensitive, pilferable, and controlled items. Establish control access to storage location; sensitive, COMSEC, classified, hazardous, shelf life and functional check items are warehoused, handled and managed in accordance with (IAW) applicable regulations and/ or instructions.
- Manage and utilize the Asset Management System to select items to be issued, stored, shipped or transferred, and to ensure required supplies are delivered to customers in a timely manner IAW AFI 23-101, AFMAN 23-122, AFH 23-123 and AFJMAN 23-210.
- Conduct warehouse validations while taking actions to maintain 100% asset accountability.
- Accomplish general warehousing requirements identified in AFJMAN 23-210.
- Communicate with 673rd & 176th personnel to determine best possible secure storage and report any issues to leadership and ensure compliance with AFI 31-101.
- Capability to supervise personnel i.e. DSGs in a multi-section cross functional environment utilizing personnel systems (i.e. AROWS and DTS) and ensure 100% readiness while supporting wing, state and contingency missions
- Maintain readiness and technical competency for possible deployment to support Wing contingency movements.
- Knowledge of how to operate motor vehicles, Storage Aid Systems (Vertical Storage Systems) and Material Handling Equipment (MHE) up to 10K AT forklift, Raymond Reach and non-powered movement equipment. Be able to comply with AFOSH program and in a safe and efficient manner to meet daily and contingency operations
- Awareness of Supply Point, Time Compliance Technical Orders, Due-in for Maintenance, Awaiting Parts, and Found on Base procedures
- Knowledge of Flight Service Center operations ensuring direct contact with maintenance units regarding repair cycle management.
- Understand the mission capable ordering process while using the most efficient tracking databases for expedited delivery to wing members
- Perform additional duties as assigned

## SPECIAL ANNOUNCEMENT CRITERIA

Upon selection additional medical verification will be required prior to start of AGR tour  
Continuation beyond initial 3-years tour may be subject to evaluation based on AGR Sub tour Continuation Board

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities  
Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program  
IAW ANGI 36-101 "Initial tours may not exceed 6 years..."  
AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD  
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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required  
Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations.  
RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.  
Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status  
An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.  
Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement  
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."  
If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee  
Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil). Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 17-XX Doe, Jane E1

Email Subject should be: Position Announcement Number

Example: ANG 17-XX

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

**\*\* Applications will not be accepted through AMRDEC\*\***

### QUESTIONS:

To verify receipt of application or have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

**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.

CEM Code 2S000  
 AFSC 2S091, Superintendent  
 AFSC 2S071, Craftsman  
 AFSC 2S051, Journeyman  
 AFSC 2S031, Apprentice  
 AFSC 2S011, Helper

**★ MATERIEL MANAGEMENT**  
**★ (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).
- 2.12. 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 Megacenters, to identify and correct problems.
- 2.13. Develops database retrieval scripts for materiel management support analyses.
- 2.14. Operates motor vehicles and assorted materiel handling equipment.

**★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 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 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 AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *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.