



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 17-31

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

POSITION TITLE: Materiel Management Craftsman	MOS/AFSC: 2S0X1	OPEN DATE: 16 November 2016	CLOSE DATE: 16 December 2016
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UNIT OF ACTIVITY/DUTY LOCATION: 168th Logistics Readiness Squadron, Eielson AFB, Alaska	GRADE REQUIREMENT: Minimum: E4 Maximum: E6
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SELECTING SUPERVISOR: MSgt Mashburn	2 Vacancies	PHYSICAL PROFILE: PULHES – 333333
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AREAS OF CONSIDERATION

On-board AK ANG AGR only (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 MOS/AFSC)

MAJOR DUTIES MAY INCLUDE

Direct materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems for the purpose of supporting aircraft maintenance customers' requirements to ensure an increased mission capable rate. Manage item and monetary accounting, inventory control, financial planning and warehousing functions using automated/hand methods. Monitor and operate the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. Provide materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations. Identify materiel management system process flaws and provide solutions to supervision for expedited increase of efficiencies. Manage materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment. Analyze customer supply related tasks providing training to internal and external customers as identified. Compute requirement, determines allowance, and researches and identifies materiel requirements while entering metrics for analysis. Perform operations involved in storage inspection, and identification of property through Asset Management listings other products. Perform inventories and ensure timely correction of discrepancies of accountability and maintenance system database records. Inspect and evaluate inventory management activities. Manage staging areas for customer pick-up and drop off of forward moving assets. Inspect and identify property. Determine condition of property received and expeditiously distribute materials to complete the process. Perform shelf-life inspections of stock assets assigned to Aircraft Parts Store and Mobility Readiness Spares Packages. Develop methods and improves procedures for storing property. Plan use of storage facilities in an efficient and economical manner. Store, issue, ships and transfers property. Control issue of classified, sensitive, pilferable and controlled items. Coordinate with maintenance activities on repairable component actions. Control and issue bench stock property to maintain programs. Obtain material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Account for all items contained in mobility readiness spares packages while assisting deployment preparation and daily operations. Provide materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Perform after hours customer support functions to maintain accountability and mission completion. Review and validates requirements. When required, initiates follow-up actions on materiel requirements through global supply centers. Coordinate equipment transfer and deployment actions with the accountable officer through the Enterprise Supply Solutions system. Plan and schedule materiel storage and distribution activities allowing for the expedited offload and placement of critical aircraft assets. Process information retrievals using materiel management system databases to service internal and external weapon system customers. Manage materiel management related systems and hardware properly accounting for assets under Financial Audit Readiness requirements. Apply system security policy and procedures to prevent unauthorized changes to information in materiel management systems. Distribute materiel management computer products to customers through global centers reports pages and Supply database system listings. Act as a subject matter expert to the commander on the operation of materiel management systems and operations and provide key metrics. Ensure database integrity and makes necessary corrections through proper causative research IAW AF and DoD Instructions. Control and operate the Remote Processing Station (RPS) during degraded operations while supporting emergent supply assistance. Monitor systems processing and corrects processing errors through Supply System reject management and records reversal processing. Monitor materiel management traffic through use of the Materiel Management Interface System and takes corrective action. Develop database retrieval scripts for materiel management support analyses while presenting critical and timely information to leadership. Operate motor vehicles and assorted material handling equipment in a safe and efficient manner to meet daily and contingency operations. Perform additional duties as assigned.

INITIAL ELIGIBILITY CRITERIA

SECURITY CLEARANCE – Must be able to obtain Secret
APTITUDE REQUIREMENT – Administrative – 41 OR General – 44
STRENGTH APTITUDE - Demonstrated by Weight Lift of 60 lbs
If selected for this position, approval of Command Sponsorship through the Exceptional Family Member Program (EFMP).

PREFERED QUALIFICATIONS

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. Knowledge of the Management Internal Control Toolset (MICT) ensuring compliance through self-assessment. Experience in managing Readiness Spares Package to include deployment preparations, reconstitution post deployment and annual review. Knowledge of Flight Service Center operations ensuring direct contact with maintenance units regarding repair cycle management. Awareness of Supply Point, Time Compliance Technical Orders, Due-in for Maintenance, Awaiting Parts, and Found on Base procedures. Familiarity with Integrated Maintenance Data System and the mobility aircraft data systems (G081) for daily operations in all sections. Expertise in coordination with the AFMC Supply Sustainment Center for asset selection and movement to increase maintenance readiness. Knowledge of materiel management storage and handling procedures IAW AFI 23-101, AFMAN 23-122, AFH 23-123, AFJMAN 23-210. Understand the mission capable ordering process while using the most efficient tracking databases for expedited delivery to wing members. Capability to supervise personnel in a multi-section cross functional environment utilizing personnel systems. Ability to manage Enterprise Solutions Supply listing and control products while developing and monitoring metrics for efficiency. Know-how to operate material handling equipment to include 4K, 10K Standard, 10K AT forklifts, non-powered movement equipment.

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
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. 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. Cover Letter and Resume (optional)
5. Last 3 Enlisted/Officer Performance Evaluations (as applicable)
6. Letters of Recommendation will be accepted

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 16-XX Doe, Jane E1
Email Subject should be: Position Announcement Number
Example: ANG 16-XX
Email Application Package to 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 907-428-6242 DSN 317-384-4242 or 907-428-6451 DSN 317-384-4451

Federal law prohibits the use of government postage for submission of applications.

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.