

MICHIGAN NATIONAL GUARD
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**AIR NATIONAL GUARD
 ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 20-104	TOUR LENGTH : INITIAL TOUR FOUR YEARS / CONTINUATION TOUR SIX YEARS
OPENING DATE: 22 SEP 2020	CLOSING DATE: 22 OCT 2020
POSITION TITLE: MATERIEL MANAGEMENT POSITION GRADE: E6/TSGT POSITION AFSC: 2S071 ASVAB: M _ A 41 G 44 E _ _ PER AFECD DUAL APTITUDE (OR)	LOCATION: BATTLE CREEK, MI 110 TH LOGISTICS READINESS SQUADRON
<p>WHO CAN APPLY:</p> <p>AREA 1: ON-BOARD PERMANENT ACTIVE GUARD RESERVE (AGR) OF THE MICHIGAN AIR NATIONAL GUARD MINIMUM GRADE E4/SrA *MAXIMUM GRADE E6/TSgt</p> <p>AREA 2: OPEN TO ALL CURRENT TRADITIONAL GUARD MEMBERS OF THE MICHIGAN AIR NATIONAL GUARD MINIMUM GRADE E4/SrA *MAXIMUM GRADE E6/TSgt</p> <p>AREA 3: OPEN TO THOSE ELIGIBLE FOR ENLISTMENT IN THE MICHIGAN AIR NATIONAL GUARD MINIMUM GRADE E4/SrA *MAXIMUM GRADE E6/TSgt</p> <p>(PRIOR MILITARY MEMBERS NEED TO SUBMIT DD 214 OR NGB 22 TO VERIFY ELIGIBILITY)</p> <p>PER ANGI 36-101 ANY APPLICANT SELECTED WHO DOES NOT POSSESS THE AFSC, MUST SIGN AN AGREEMENT TO RETRAIN</p> <p>Enlisted Airmen who apply for a position which would cause an over grade <u>MUST</u> indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, <i>Administrative Demotion of Airmen</i>. Acceptance of demotion <u>MUST</u> be in writing and included in the application package.</p>	

POSITION INFORMATION

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.

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.
- Serves as the Unit Training Manager, Unit Deployment Manager, and Unit Security Manager.

Specialty Qualifications:

- 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.
- Education. For entry into this AFSC, completion of high school with a course in mathematics is desirable.
- Training. For award of AFSC 2S031, completion of a basic materiel management course is mandatory.
- Experience. The following experience is mandatory for award of the AFSC indicated: 2S051. Qualification in and possession of AFSC 2S031. Also, experience is mandatory in preparing and maintaining documentation and records associated with materiel management.
- 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.
- 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.

- Other. The following are mandatory as indicated: See attachment 4 for entry requirements.
- For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN17-1301, *Computer Security*.
- 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.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

HOW TO APPLY: Individuals who meet the Duties, Responsibilities, and Special Information Criteria for this position must submit a complete AGR application package to: ng.mi.miarnng.mbx.air-agr@mail.mil

1. **DO NOT** send application directly to the HRO Office (hand carry, US Post Office, etc). In the event that an applicant is unable to use the email address provided (I.E. rejection email) or is a deployed Airman without accessibility please call 517-481-7715 and you will be provided additional instructions. Applicants must provide documentation in the event that this occurred (I.E. rejection email).

2. ***AT A MINIMUM YOUR PACKET SHOULD INCLUDE THE FOLLOWING:**

a. **COMPLETED NGB FORM 34-1 signed and dated with the job announcement and title. (Do not submit an SF Form 171 or OF 612). Due to personal identifiable information (PII) concerns contained within Air AGR packets, we are requesting that all applications for Air AGR positions omit their home of record and social security number upon submission.**

b. **Military Personnel Report on Individual Personnel (RIP) from either the vMPF or MilPDS no more than 30 days old.**

c. **An official fitness score of 75% or higher within 1 year (from the AF portal). All fitness test will be current in the Air Force Fitness Management System (AFFIMS II).**

d. **Please combine all documents into one PDF file.**

***Applications without all the required supporting documentation will not be considered and will not be returned.**

3. **Applications must be received by 2359 hours on the closing date of this vacancy announcement. Further information may be obtained by contacting the AGR Personnel Office: TSgt Stephanie Bagley 517-481-7715, DSN 623-9715. Prior approval required for last minute faxed applications.**

NOTES

EEO POLICY: The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age IAW ANGI 36-7, *ANG Military Equal Opportunity Program*.

ENTRY QUALIFICATION PER ANGI 36-101

1. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.

2. Enlisted personnel applying for Officer position must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

3. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, *Medical Examinations and Standards*. Airmen with a DD Form 469, *Duty Limiting Condition Report* reflected at the time of

an AGR physical package evaluation, will not be deemed medically qualified. However, accession of a member is possible as long as the member is medically cleared of any Duty Limitation Code (DLC)/medical profile prior to starting an AGR order.

4. Personnel must have retainability to complete the tour of military duty.

5. Applicants are subject to personal interview upon notification of time and place. Necessary travel will be at the applicant's own expense.

6. Initial AGR tour orders are probationary. Individuals selected for continuation until retirement and electing Career Status Bonus (CSB) must be extended to the date they will achieve 20 satisfactory active duty years on their AGR orders.

7. Voluntary release from the AGR program prior to completion of tour is contingent upon approval of the Adjutant General of Michigan.