



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**

On-Board, 122nd Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16- 036-A-Air		21 June 2016	5 July 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122d LRS	Fort Wayne, IN	N/A	TSgt/MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
LRS Resource Manager	TBD	E-6/TSgt	E-7/MSgt

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) -2S071

PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females**.

DUTIES AND RESPONSIBILITIES

Serves as the Resource Advisor for the LRS. Prepares and manages the operating budget for squadron cost centers. Analyzes and forecasts financial data to the Wing Finance function, Financial Management Board, and Maintenance Group regarding impact of Stock Number User Directory (SNUD) price changes that affect obligations. Initiates reverse post actions as required. Reviews and certifies organization cost center records. Maintains and monitors files and listings associated with organization effectiveness and corrects data to ensure accurate calculations of future year funding and flying hour program.

Manages the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level. Develops and maintains trend analysis for stock fund operations and formulates long and short-range projections. Acts as a member of the Financial Working Group (FWG) and a technical advisor to the Financial Management Board (FMB) and base organizations on the problems affecting the stock fund-and Operation & Maintenance (O&M) budget as well as supply and equipment financial management. Briefs upper level supervisors and managers in the interpretation of supply/financial management data reports. Analyzes financial transactions to detect errors and initiates corrective action. Approves or disapproves free issue and forced credit turn-ins and adjusted stock level requests.

Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during surveillances or staff assistance visits. Evaluates unexpected fluctuations or trends in statistics, resolves discrepancies, and makes recommendations for change when problems are identified that adversely affect operations. Performs analysis on current or potential problems

identified by flight management. Compares supply performance and maintenance interface data with prescribed standards to identify the effectiveness of supply support. Performs in-depth research and special analysis and makes appropriate recommendations for improvement. Facilitates corrective measures when specific actions are required by other elements.

Evaluate the quality of logistics procedures performed in the organization and report results to unit leadership. Make recommendations for improving the effectiveness of all logistics processes and serve as the unit focal point for oversight of technical activities and process improvement initiatives. Monitor the QA evaluation and inspection program using a locally-developed database and provide supervisors access to the data. Track all failed assessments, Technical Data Violation (TDV), Detected Safety Violation (DSV), or Unsatisfactory Condition Report (UCR) until resolved.

GENERAL EXPERIENCE

Knowledge is mandatory of the unit Resource Advisor duties as defined in AFI 65-601, Volume 2, *Budget Management for Operations*. Knowledge is mandatory to manage a working capital fund for all Supply Management Activity Group (SMAG) duties and responsibilities. Ability to communicate effectively, both orally and in writing.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Smith

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit PASSING fitness assessment CURRENT through the closing date.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. **APPLICATION MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS EST ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2

(example- AGR application Smith, 1 of 2). Email: ng.in.inarng.mbx.mdhrweb@mail.mil (Note: The email does not except encrypted email. Please ensure to send application packets from an appropriate military email address). Original signature will be required for EMAILED copies at the time of the interview. HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.

Selecting Official: Chief Steven Chandler 260-478-3377