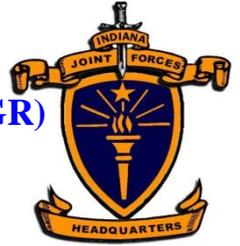




**JOINT FORCES HEADQUARTERS-INDIANA  
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



**Open to On-Board AGRs at  
Fort Wayne ONLY**

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-053-A-Air		16 September 2014	01 October 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 <sup>nd</sup> FW	Fort Wayne, IN	N/A	A1C/SSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Materiel Handler	TBD	E-3/A1C	E-5/SSgt

**COMPATIBLE MILITARY ASSIGNMENT**

Air Force Specialty Code (AFSC) 2S051

**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, follow 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**

Manages materiel management activities and systems involved in requirements determination, inventory control, and receipt, storage and issues of supplies and equipment.  
Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, identification and receipt 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. Receipts, 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 supply 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 supply 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 Supply Interface System. Ensures database integrity and makes necessary corrections.

Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System (SBSS). Monitors systems processing and corrects processing errors. Monitors supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems.

Develops database retrieval scripts for materiel management support analyses.

Operates motor vehicles and assorted material handling equipment.

### GENERAL EXPERIENCE

Knowledge is mandatory of basic mathematics, supply 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 (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

-Educational Requirements and/or Substitution of Education for Experience: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, is required.

-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: Monticue (Risner)

### 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 CURRENT fitness assessment.**

**-Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS 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 Osborn: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 4013.**

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement. DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: [ng.in.inarng.mbx.mdhrweb@mail.mil](mailto:ng.in.inarng.mbx.mdhrweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: Adam Fretz, MSgt, [adam.m.fretz.mil@mail.mil](mailto:adam.m.fretz.mil@mail.mil)**