

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	13-047
Date of announcement:	4 June 2013
Closing Date:	26 June 2013 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Supervisory Supply Technician
Duty Location:	Reno, NV
Unit:	152d Logistics Readiness Squadron
Area of Consideration:	Statewide* ; CURRENT ON BOARD AGR'S IN THE NEVADA AIR NATIONAL GUARD
Grade:	Enlisted, Min E-7/MSgt
AFSC:	2S071 Required. Must currently hold 2S071 to apply.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	SMSgt Marston (775) 788-4690/DSN 788-4601 rosemarie.marston@ang.af.mil
NOTE: *Statewide means: CURRENT ON BOARD AGR'S IN THE NEVADA AIR NATIONAL GUARD	

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HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial Current security clearance, JPAS printout- must have NACLTC Top Secret or be eligible to obtain Top Secret. A memo from Security Manager showing clearance will suffice if JPAS printout is not available.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

2.1. Manages materiel management activities and systems involved in requirements determination, inventory control, and receipt, 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, identification and receipt 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. Receipts, 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 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.

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 Supply Interface System. Ensures database

integrity and makes necessary corrections.

2.11. Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System (SBSS).

2.12. 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.

2.13. Develops database retrieval scripts for materiel management support analyses.

2.14. Operates motor vehicles and assorted material handling equipment

AFSC QUALIFICATION REQUIREMENTS:

2S071 Required. Must currently hold 2S071 to apply

ADDITIONAL REQUIREMENTS:

The primary purpose of this position is to serve as a first level supervisor for the Flight Service Center Element, providing planning, directing, organizing and exercising control over non-supervisory employees assigned to the Maintenance Support Section. The base level of work supervised is GS-07.

1. Plans and organized the work performed in the sections to provide optimum service, efficiency, and productivity.
2. Interprets plans, establishes and prioritizes work requirements for affected elements and personnel.
3. Manages the Career Field Educations and Training plan (CFETP) for the Maintenance Support Section.
4. Prepares and replies to Internal Surveillance program and ensures self-inspection program is conducted for sections.

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.