

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

Announcement Number:	16-039 TEMPORARY INDEFINITE
Date of announcement:	17 Mar 16
Closing Date:	12 Apr 16 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	NLT 1 May 16
Position Description & #:	MEDICAL LOGISTICS NCO POS #: 1031116
Duty Location:	Reno, NV
Unit:	152 Medical Group, Det 1
Area of Consideration:	Statewide*; Must be Current member of NVANG
Grade:	Enlisted, Min E-5/SSGT Max E-7/MSGT
AFSC:	4A1X1 AFSC preferred but not required. Must be able to obtain AFSC 4A1X1 within 1 year
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	Temporary Indefinite Tour based on Occupants Title 10 stat tour. Not to exceed 3 years.
Human Resources Point of Contact:	SMSgt Henle (775) 887-7391 /DSN 530-7391 joseph.a.henle.mil@mail.mil
Unit Point of Contact:	MAJ Eric Stringer (775) 788-9326/ DSN 830-9326 eric.j.stringer.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Air National Guard, AGR's, Active Duty, Technicians or Traditional Members may apply.	

16-039

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 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Completed Standard Form 181
3. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 2992**, (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.
4. 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.**
5. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
6. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
7. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
8. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
9. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
10. Initial Last five EPRs (if applicable) submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR.
11. Initial Photograph:
 - Official Military BIO Photo in Dress uniform without headgear preferred. 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).

12. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.
13. Initial Sanctuary Waiver. If initial tour will bring member in Sanctuary, 18-20 years Total Active Federal Military Service, applicant must complete waiver IAW AFI 36-2131 Attachment 4.
14. 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 in the HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Specialty Summary:

The CERFP level Medical Logistics NCO, as a vital part of the unit's Leadership, is primarily responsible for providing and supporting all aspects of logistical activities to CERFP/TF CBRN Medical Detachment equipment, supplies, formulary, and vehicles.

Duties and Responsibilities:

1. Performs and manages administrative functions. Requisitions, receives and maintains medical materiel publication files. Provides information to using activities on issues, schedules, and related matters.
2. Performs, organizes, and monitors medical materiel management functions. Prepares and validates computer input data to establish, revise, and maintain master records. Determines requirements for and maintains records on war reserve materiel and other special programs. Initiates and manages the requisitioning, receipt, storage, issue and turn in of medical materiel. Ensures proper supply flow under various issue methods. Establishes and monitors a quality control program. Ensures effective internal controls for processing property documents and maintaining accountable records. Determines and evaluates action taken to establish stock control levels and inventory control. Conducts inventories. Processes, maintains and monitors requests for services and rentals. Coordinates internal operations with the medical equipment maintenance activity. Monitors coordination of support by base activities.

3. Inspects, reviews and evaluates medical materiel support. Conducts periodic internal inspections of medical materiel for compliance with policies, procedures and directives. Analyzes reports and records and takes necessary corrective action. Ensures effective support is provided for all customers. Visits supported activities.
4. Performs medical materiel functions. Establishes and ensures timely and efficient management of excess materiel and equipment. Receives and inspects incoming supplies and equipment. Applies special handling procedures for controlled medical items, gases, precious metals, dangerous and hazardous materials and refrigerated or frozen materials. Provides and maintains medical kits and sets. Delivers supplies and equipment to supported activities.
5. Operates and supervises the operation of automated data processing equipment. Ensures system operations are according to standard system center documents. Performs and supervises periodic maintenance on computer systems. Ensures proper scheduling of all computer processing, and processes required programs.
6. Operates and supervises the base medical equipment management office and non-medical materiel support. Validates and coordinates equipment requests. Monitors expense and investment equipment fund programs. Ensures in-use equipment asset inventories are accomplished and necessary corrective actions and documentation is taken. Provides and monitors non-medical supply and equipment support.

AFSC QUALIFICATION REQUIREMENTS:

4A1X1 AFSC preferred but not required. Must be able to obtain AFSC within one calendar year.

Mandatory AFSC Entry Requirements:

- **Aptitude: General score equal to or greater than 44**
- **PULHES: 333323**
- **Must be able to lift 50 lbs.**

ADDITIONAL REQUIREMENTS:

Specialty Qualifications:

As assigned after selection

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 over grade 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.