

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

<b>Announcement Number:</b>	<b>16-057 (Runs Current with Technician Announcement NV HRO 16-2031)</b>
<b>Date of announcement:</b>	<b>7 Sep 2016</b>
<b>Closing Date:</b>	<b>28 Sep 2016</b> (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
<b>Start Date No Later Than:</b>	<b>90 day after selection</b>
<b>Position Description &amp; #:</b>	Logistics Management Officer, position number 0992166
<b>Duty Location:</b>	Reno, NV
<b>Unit:</b>	152 LRS
<b>Area of Consideration:</b>	<b>Statewide*</b> On Board AGRs outside of a fenced PEC only
<b>Grade:</b>	Officer Min O-4/Maj - Max O-5/ Lt Col
<b>AFSC:</b>	21R3 Preferred but not required
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	3 years
<b>Human Resources Point of Contact:</b>	SMSgt Joseph Henle (775) 887-7391/DSN 530-7391 mailto:joseph.a.henle.mil@mail.mil
<b>Unit Point of Contact:</b>	Lt Col Eric wade (775)-788-4502
<b>NOTE: *Statewide means: Only current members of the Nevada Air National Guard AGR's whose Resource Allocation is not in a fenced PEC may apply.</b>	

16-057

**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](http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm)
2. Initial Physical:
  - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
  - **DD 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.
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 A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
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 OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of OPRs.
10. 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).

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

1. 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. Not applicable for members who have attained Career AGR Status in NVANG.

2. 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**

**(Deployed members may email application to HRO with prior approval)**

**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:**

This position is located in the Logistics Readiness Squadron, Mission Support Group, ANG Aviation Wing. This position is responsible for the effective management of the Logistics Readiness Squadron which is comprised of the Operations Compliance staff and the Materiel Management, Deployment and Distribution, Vehicle Management, and Fuels Management Flights. Its primary purpose is to direct and manage subordinate functional areas and to serve as a technical expert over these functional areas.

**Major duties:**

1. Provides oversight for squadron plans, goals and standards for readiness and performance capabilities of the squadron and war readiness for the Wing. Provides technical expertise and guidance to the development of program goals, plans, policies, and procedures dealing with the development of wing strategic visions. Evaluates overall logistics process effectiveness, and modifies logistics strategic planning. Plans and develops property and fiscal programs and procedures consistent with established policies and directives, including asset acquisition, distribution, accountability, fiscal programming, fund allocation and economic analysis. Is the accountable officer for all on-base and geographically separated units (GSU) property, including authorized supplies, equipment, fuels, and munitions. Serves as the Assistant United States Property and Fiscal Officer (USP&FO) for property. Evaluates trends in customer requirements and resource capabilities to ensure resources are used effectively. Coordinates with higher headquarters, staff agencies, supported units and tenant activities to formulate,

initiate, and assess courses of action relating to logistics readiness management. Evaluates proposals for the application of resources to ensure such proposals are sound in concept, fully and accurately priced, contribute measurably to increased primary mission effectiveness, are higher in priority than competing activities from which the resources must be drawn, identify specific activities to be reduced to provide the assets required, and show a measurable net benefit.

2. Exercises direct supervision over subordinate personnel. Exercises independent judgment in directing subordinates, to include assigning responsibilities, providing guidance, and establishing standards of performance. Establishes and explains expected goals and assesses overall performance in reaching these objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organizational design for the staff, as necessary, to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response with regulatory compliance and/or customer requirements.

3. Recommends and participates in the selection of functional supervisors. Approves leave and work schedules. Sets performance standards and conducts formal and informal appraisals of individual and flight performance. Reviews and evaluates performance indicators. Reviews training requirements, directs accomplishment of the training, and evaluates results. Counsels employees regarding problems and complaints. Resolves informal complaints through discussion and negotiation with employees, supervisors and union representatives, and mediates problems between subordinate flights. Initiates and reviews proposals for disciplinary action, when necessary. Works to achieve the objectives of government-wide policies and programs within the unit, e.g., Equal Employment Opportunity, Labor-Management Relations, etc. Ensures compliance with safety, housekeeping, environmental policies and directives. Reviews/approves reports and records. Ensures periodic reviews are made of position descriptions for currency and accuracy. Organizes and manages all subordinate positions.

4. Advises the Mission Support Group Commander on unit related issues. May represent the Group Commander at senior staff meetings, conferences, etc.

5. Oversees and/or participates in unit assessments, inspections, installation deployment plans, deployments, disaster preparedness exercises, and Crises Action Team operations required to maintain the highest state of readiness. May be called upon to perform additional duties in support of various programs at the Wing/Group level.

6. Performs other duties as assigned.

#### **AFSC QUALIFICATION REQUIREMENTS:**

##### **21R3 Preferred but not required**

Only current members of the Nevada Air National Guard AGR's whose AGR Resource Allocation is not in a fenced PEC may apply.

#### **ADDITIONAL REQUIREMENTS:**

##### **Specialty Qualifications:**

1. Knowledge. Knowledge is mandatory of the following core competencies: Distribution Management, Materiel Management, and Contingency Operations. A Logistics Readiness Officer must have a well developed knowledge of all three core competencies and a well grounded understanding of the six proficiencies: distribution management, materiel management, fuels management, contingency operations, aerial port operations, and vehicle management.

2. Education. For entry into this specialty, undergraduate academic specialization in logistics management, economics, management, business administration, computer science, information management systems, finance, accounting, petroleum engineering, chemical engineering, or industrial management is desirable.

**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. The initial tour length is three years. 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.