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

Announcement Number:	**17-024 COINSIDES with Technician Announcement 16-2040** https://www.usajobs.gov/GetJob/ViewDetails/455997500
Date of announcement:	**13 Dec 16**
Closing Date:	**10 Jan 17** (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:	**N/A**
Position Description & #:	Materials Management Pos # 0992206
Duty Location:	Reno, NV
Unit:	152nd LRS
Area of Consideration:	**Statewide; on board AGRS only**
Grade:	ENLISTED E-7/MSGT
AFSC:	**Required 2S071**
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SMSgt Joseph Henle (775) 887-7391/DSN 530-7391 joseph.a.henle.mil@mail.mil
Unit Point of Contact:	CMSgt Rosie Marston, DSN 830-4680, Commercial 775-788-4680 rosemarie.l.marston.mil@mail.mil
NOTE: *Statewide means: Only current AGRs may apply	

17-024
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.ngbpdc.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)
- **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.

4. ___Initial___ All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy <u>must</u> 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. Not applicable for members who have attained Career AGR Status in NVANG.

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:

Major duties:

Duties and Responsibilities:

-Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.
-Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification 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. 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 followup 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 materiel management 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 materiel management 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 Materiel Management Interface System. Ensures database integrity and makes necessary corrections.
-Controls and operates the Remote Processing Station (RPS).
-Monitors systems processing and corrects processing errors. Monitors materiel management traffic through use of the Materiel Management 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 materiel handling equipment

AFSC QUALIFICATION REQUIREMENTS:

Required: 2S071

Mandatory AFSC Entry Requirements:

- Aptitude Admin 41
- General 44
- Demonstrated Weight lift of 60 lbs
- PULHES 333333

ADDITIONAL REQUIREMENTS:

MUST BE ON BOARD AGR TO APPLY

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.