



District of Columbia Air National Guard

AGR Announcement

24-169



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION I13WG.DCANG.APPLICATIONS@US.AF.MIL</p>	<p>OPENING DATE: 20 September 2024</p>	<p>CLOSING DATE: 20 October 2024</p>
<p>Position Location: 113th Logistics Readiness Squadron Joint Base Andrews, MD, 20762</p>	<p>Position Title: Materiel Management Craftsman Max Grade: TSgt (E6) Min Grade: SrA (E4) AFSC: 2S051/2S071 Tour: Permanent</p> <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p>	
<p>INSTRUCTIONS FOR APPLYING: This office will NOT accept mailed applications. You must send applications electronically. Failure to submit all required documents as outlined below will result in your application not being considered for employment.</p>		
<p style="text-align: center;">AGR REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpmc.ng.mil/Forms/NGB-Form/ 2.) Copies of last three EPRs 3.) Resume (<i>any format</i>) 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s). 5.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>).. If clearance is expired, you must obtain security memo from the Wing security manager. 6.) Current Fitness Test from myFitness (<i>Per DAFI 36-2905 – current within 12 months</i>). 7.) Letter(s) of recommendation (<i>optional</i>) 8.) If missing documents, memo to board president required stating reason why documents are missing <p>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A Email subject will be in the same format.</p>		
<p>Conditions of Employment: <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.</p>		
<p>Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.</p>		
<p>Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdc.ngb.army.mil/publications.htm</p>		



The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 24-169

Position: Materiel Management Craftsman

Position Description:

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron, Materiel Management Flight, Equipment Accountability Element of the Customer Support Section. The Equipment Accountability Element's primary purpose is to ensure accountability of in-use equipment and provide management control, oversight, coordination, and implementation of all equipment accounted for by the ANG Assistant USPFO/Accountable Officer. This position is the primary point of contact for wing/base/supported organizations equipment accountability. Serves as a technical advisor to the Wing Commander, staff, base personnel, state, and supported Geographically Separated Units (GSUs) regarding policy and procedure pertaining to equipment accountability. A broad knowledge of general supply, storage, distribution, and inventory/accountability specializations is required; in addition, knowledge of Federal, State, and USAF accountability and report of survey rules and regulations to ensure regulatory compliance. **DUTIES AND RESPONSIBILITIES:**(1) Schedules and conducts formal organizational visits annually to each supported organizational account both on and off the installation to ensure custodians are adequately performing their accountability responsibilities. Verifies accountability of all capital equipment, nuclear related equipment, Communications Security (COMSEC) equipment, and performs a 10% random sample of remaining accountable assets. Ensures the unit has a process in place to account for pilferable items purchased with the Government Purchase Card (GPC). Provides the responsible officer and the responsible officer's group and wing commanders with a written report that identifies strengths, findings and observations. Maintains a suspense system to ensure replies and corrective action are accomplished within 30 days. Reviews replies to ensure noted discrepancies are corrected. Notifies the LRS Commander and responsible officer's group and wing commanders, in writing, of actions taken. Measures schedule effectiveness to ensure organizational visits are conducted annually and brief schedule effectiveness to Materiel Management Flight Chief and LRS/CC. Ensures accountability of equipment assets purchased with the GPC and/or through Base Contracting. Ensures organizational commanders account for and control budget code 9 NFX assets valued over \$ 2,500.00 and those that are pilferable regardless of dollar value. Ensures assets are accounted for on the Organizational Visibility List (R15) and are inventoried at least annually or upon change of custodian. Attends base deployment concept briefings to identify organizations deploying equipment. Coordinates with Equipment Custodians to identify equipment requirements for deployments. Requests deployment review listings through the GLSC or utilize similar listings and identifies equipment to be transferred or placed in a deployed status. Ensures deployed custodians are appointed and trained and understand what actions are required upon arrival at deployed location. Ensures Equipment Custodians coordinate requests for transfers with home station EAO who will in turn coordinate with higher headquarters. Processes necessary transactions to return assets from deployed status. Identifies, coordinates and monitors War Readiness Materials (WRM) and mobility equipment requirements to ensure all authorizations are on hand, on order, or included in appropriate budget document. Ensures valid Unit Type Codes (UTC), Use Codes, and WRM codes are assigned. Ensures Block III (AFEMS CBT and supplemental) training is conducted for all Equipment/SPRAMS custodians and Block IV training for deployed custodians. Monitors and reviews item accounting procedures carried out by these personnel. Provides assistance and additional training when required. Conducts briefings for new squadron commanders relative to their duties as responsible officers for the safeguarding and control of government property. Ensures they understand the methods for relief of accountability of property under their control. Evaluates training needs of assigned subordinates, both full time and drill status

personnel, and develops and administers required training. Functions as the base Equipment Review Approval Authority in verifying and validating equipment requests in accordance with established Allowance Source Codes (ASC), and completing actions as required for Equipment Authorization Inventory Data (EAID) accounting. Utilizes AFEMS to determine and verify equipment authorizations for all supported organizations, to include assisting the Vehicle Maintenance and Analysis (VMA) in Registered Equipment Management (REMS) functions. Identifies, analyzes, interprets, and applies equipment allowance criteria to support assigned mission(s), weapons system(s), and other base equipment authorizations. Identifies and analyzes needs for reduced/increased equipment authorizations and significant technical changes. Interprets ASC and other data as it relates to weapons systems and base authorization for equipment to identify valid requirements and prepare change requests to ensure that equipment authorizations are maintained within applicable allowance. Ensures ASC update reviews are conducted annually. Monitors the equipment excess program. Identifies unserviceable assets and determines the need and feasibility of contract or other maintenance. Plans, conducts, and coordinates equipment changes based on acquisitions of new weapons systems or changes in unit mission and supported functions. Identifies and processes the disposition of property upon termination of need or authorization. Manages all equipment items with the exception of vehicles. Provides technical and administrative support to Accountable Officers, Commanders, responsible officers, and responsible persons in the control and accountability of Class VII and Class IX (within Air Force Equipment Management System and Expeditionary Combat Support System) equipment assets in the wing. Interfaces with the proposed Air Force Fuels, Vehicles and Equipment Support Agency (AFFVESA) in regard to equipment management. Advises approving and/or appointing authorities on equipment policy and procedures affecting lost, stolen, damaged, or destroyed government property (Class II, VII & IX). Coordinates and directs deployment and redeployment of Class VII assets between Accountable Officers and Responsible Officers/Persons. Duties and responsibilities are prescribed in AFMAN 23-110, AFI 23-111 and AFI 23-302. Ensures unit requirements have been categorized as Critical/Important in the Equipment Requirement System (ERS) and has matching requisitions in all automated systems. Ensures custodians are aware of changes regarding the ERS. Reviews and analyzes data from which budget estimates are developed pertaining to equipment requirements. Reviews, corrects rejects and variances when those duties are not assumed by the Global Logistics Support Center. Verifies accountability of all capital assets valued over \$100,000 by reviewing and entering required information into DPAS for the Chief Financial Officer (CFO). Utilize DPAS to validate equipment item record data. Ensures a semi-annual reconciliation of all Communications Security (COMSEC) items and annual small arms reconciliation are processed and all discrepancies resolved. Coordinates with the GLSC to monitor the reconciliation of the COMSEC and Weapons control files and assets. Ensures COMSEC and small arms assets are inventoried, and inventories documented IAW AFMAN 23-110 and MAJCOM directives. Creates computer inputs, maintains Master CA/CRL Jacket Files and Master SPRAM Jacket Files, and corrects errors identified on listings relating to equipment. Schedules and reviews organizational equipment/SPRAMS accounts in conjunction with custodians' annual inventory. Ensures R14CA/CRLs are produced at least annually for inventory and that the applicable custodian and commander have signed the CA/CRL. Establishes and maintains a suspense system to ensure that validations and cancellations are input to the supply computer system as appropriate. Develops, implements, and provides for administrative functions in the element. Receives, analyzes, researches, and prepares replies to messages, letters, and inquiries, assuring adequate and timely replies. Assembles and analyzes information for the preparation of reports concerning equipment as directed by higher headquarters. Generates specialized reports pertaining to equipment management using Discoverer. Maintains current appointment letters/records, allowance documents, registers, vouchers, files, etc. Clears departing personnel. Provides Cargo Movement and Customer Support Liaison Element with a current list of equipment custodians. Establishes, develops, and maintains effective working relationships with the MAJCOM Command Equipment Management Office (CEMO), GLSC, supported organizations, and higher headquarters. Meets with customers to assess customer satisfaction, explain organization policy and procedures, and to resolve significant and/or potential problems. Provides customer guidance and training. Identifies the need for and participates in special projects and initiates milestones and goals. Evaluates, analyzes, and responds to higher headquarters tasking. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues impacting supporting organizations. Performs other duties as assigned.

Minimum Qualification Requirements:

1. Secret clearance required.
2. Must hold AFSC listed.

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

AGR NCOIC: MSgt Victoria McNamara, Victoria.McNamara@us.af.mil, 202-685-8813 (DSN 325-8813)