



District of Columbia Air National Guard

AGR Announcement

26-185



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION 113WG.DCANG.APPLICATIONS@US.AF.MIL	OPENING DATE: 1 September 2026	CLOSING DATE: 1 October 2026
Position Location: 113th Logistics Readiness Squadron Joint Base Andrews, MD 20762	Position Title: Materiel Management Specialist Max Grade: MSgt (E7) Min Grade: TSgt (E6) AFSC: 2S071 Tour: Permanent *Start date 1 December 2026* Appointment Status ☒ Enlisted ☐ Officer	
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. AGR REQUIRED DOCUMENTS: 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/EPBs or OPRs/OPBs. 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, handwritten scorecards are not accepted</i>). 7.) Letter(s) of recommendation (<i>optional</i>). 8.) If missing documents, memo to board president required stating reason why documents are missing. *All documents must be consolidated into a single pdf file. 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.		
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.		
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 disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.		
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. CNGBI 9601.01 and ANGI 36-7		



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: 26-185

Position: Materiel Management Specialist

Position Description:

Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Manages Care of Supply in Storage and Financial Liability Investigation program. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations. Related DoD Occupational Subgroup: 155100. 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 follow-up 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. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (issue and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations. Experience is mandatory in preparing and maintaining documentation and records associated with materiel management. Qualification in and possession of AFSC 2S051. Also, experience is mandatory supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions. Performs other duties as assigned.

Minimum Qualification Requirements:

1. Must have a Secret security clearance.

2. Must hold AFSC listed.

Eligibility Requirements:

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| <ol style="list-style-type: none">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. |
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AGR Employment Points of Contact:
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AGR NCOIC: MSgt Victoria McNamara, Victoria.McNamara@us.af.mil , via TEAMS (730) 323-7028
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