



District of Columbia Air National Guard

AGR Announcement

19-326



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION</p> <p>NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p>	<p>OPENING DATE: 23 January 2019</p>	<p>CLOSING DATE: 24 February 2019</p>
	<p>Position Title: Supply Technician (Central Storage & RSP) Max Grade: SSGT (E5) Min Grade: AMN (E2) AFSC: 2S031, 2S051, 2S071 Start date no earlier than 01-April-2019</p>	
	<p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p>	
<p>Position Location: 113th Logistics Readiness Squadron Joint Base Andrews, MD</p>	<p>AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCANG</p>	
<p>INSTRUCTION FOR APPLYING:</p>		
<p>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>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.ngbpdc.ngb.army.mil/ngbforms/ 2.) Copies of the last five OPRs (<i>Officers only</i>). 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 AFFMS II (<i>Per AFI 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. Send applications in the following format: MVA number, Rank, last name, First name, Middle Initial. Ex: 18-100 – SSGT DOE, JOHN A</p> <p>*Any documents with SSN must have the SSN redacted (Blacked-out).</p>		
<p>Conditions of Employment:</p> <p><u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.</p> <p><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



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: 19-326

Position: Supply Technician (Central Storage & RSP)

Brief Description of Duties: 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. Performs other duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC Qualified.

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 MDG.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: SSgt Shailah Florvil, Shailah.Florvil.mil@mail.mil /202-685-8813 (DSN 325-8813)

AGR Manager: SMSgt Adrienne Wilson, Adrienne.L.Wilson.mil@mail.mil /202-685-9925 (DSN 325-9925)