

**UTAH AIR NATIONAL GUARD**

<b>ANNOUNCEMENT #</b>		<b>DATE</b>
AIR 13-502		29 January 2013
<b>POSITION TITLE</b>	<b>MAXIMUM GRADE</b>	<b>AFSC</b>
General Supply Specialist	TSgt/E-6	2S0XX
<b>LOCATION OF POSITION</b>		<b>AREA OF CONSIDERATION</b>
151 <sup>st</sup> LRS, SLC, Utah		AGR On Board Only
<b>VACANCY REQUIREMENTS</b>		
Enlisted		Male/Female
<b>OPENING DATE</b>		<b>CLOSING DATE</b>
29 January 2013		14 February 2013
<p align="center">* Must possess Secret security clearance *</p> <p align="center">* Must be World Wide Qualified *</p> <p align="center">Concurrent with Tech announcement Air 13-016</p>		

**UTAH NATIONAL GUARD  
FULL-TIME VACANCY  
ANNOUNCEMENT  
SUBMIT APPLICATION TO:**

**UTAH NATIONAL GUARD  
ATTN: HRO-AGR-Air  
12953 S. Minuteman Drive  
DRAPER, UTAH 84020-9286  
TELEPHONE: (801) 432-4237**

**APPLICATIONS SUBMITTED IN POSTAGE  
PAID FEDERAL ENVELOPES ARE IN  
VIOLATION OF 18 USC SECTION 1719 AND  
WILL NOT BE CONSIDERED.**

**FAXED APPLICATIONS WILL NOT BE  
ACCEPTED.  
<http://www.ut.ngb.army.mil/hro>**

**A. ELIGIBILITY REQUIREMENTS:**

- Enlisted personnel must possess an AFSC compatible with SPMD upon selection for AGR duty. If there are no applicants who have the required AFSC, then the applicant must sign an agreement to retrain. Enlisted grades SrA (E-4) or below must possess an awarded three or higher skill level in the AFSC. Enlisted grades SSgt (E-5) or higher must possess an awarded five or higher skill level in the AFSC. **EXCEPTION:** Enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level AFSC in the advertised duty AFSC. An AGR not possessing the advertised AFSC must meet the minimum eligibility requirements for the AFSC and must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- Must meet physical qualifications outlined in AFI 48-123.
- Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.
- Applicant for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding indicating that they will not qualify for a regular retirement.
- Applicant may not be selected for an initial AGR tour in grades E-8, E-9, O-4, O-5, or O-6 without approval from HRO.
- Applicant must not have been previously separated for cause from active duty or a previous AGR tour.
- Applicant's military grade cannot exceed the maximum military grade authorized. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.
- If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 245-2441.
- Any enlisted Airmen applying for a commissioning opportunity announcement must be qualified for commissioning at the time of application IAW ANGI 36-2005, Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

**B. APPLICATION PROCEDURES: (Individuals who meet the basic qualification requirements must submit, as a minimum, the following forms):**

- NGB 34-1, *Application for Active Guard/Reserve (AGR) Position*, (dated 5 Nov. 2010)
- Current Report of Individual Person (RIP) (may be obtained from vMPF at <https://ww3.afpc.randolph.af.mil/vmpf>)
- Most recent *Report of Individual Fitness* from Air Force Fitness Management System (AFFMS) ([https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness\\_Home](https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness_Home))

**IMPORTANT!!!**

Please read **DISCLAIMER:** You the applicant are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the supervisor, the decision is final. Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents.

**YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

**OTHER:**

- If selected, individual must have a current physical exam IAW AFI 160-43.
- As a condition of employment, the selectee agrees to attend all Unit Training Assemblies (UTA) and Annual Training (AT) with his or her unit of assignment.
- The basic duties, responsibilities and qualifications are described on the reverse.

**SELECTING SUPERVISOR: SMSgt Allan Martineau**

**VICE: VACANT**

**APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE  
ABOVE CLOSING DATE.**

Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during surveillances or staff assistance visits. Evaluates unexpected fluctuations or trends in statistics, resolves discrepancies, and makes recommendations for change when problems are identified that adversely affect operations. Performs analysis on current or potential problems identified by flight management. Compares supply performance and maintenance interface data with prescribed standards to identify the effectiveness of supply support. Performs in-depth research and special analyses and makes appropriate recommendations for improvement. Facilitates corrective measures when specific actions are required by other elements. Serves as the point of contact for all customer problems unresolved at flight level. Utilizes computer software programs, spreadsheets, databases and graphics to collect, organize, analyze, display, and/or brief management information to customers and/or squadron management staff. Monitors inventory losses by analyses of inventory discrepancies, adjustments, and trends to ensure the integrity of the base resources management system. Receives incoming shipment discrepancy reports and evaluates and performs analyses on incoming and outgoing reports to ensure the effectiveness of the Supply Discrepancy Report (SDR) program. Develops, coordinates, and publishes local supplements and makes recommendations to assist in the development of major command (MAJCOM) supplements to Air Force (AF) manuals and instructions applying to the Standard Base Supply System (SBSS). Drafts and finalizes operating instructions, which include but are not limited to, alert plans, duty hour, and designation of delivery locations. Recommends changes to higher headquarters when standard procedures are inadequate or erroneous. Documents findings for problems that can not be resolved and forwards compiled data to higher echelons for study and resolution. Manages the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level. Develops and maintains trend analysis for stock fund operations and formulates long and short-range projections. Is a member of the Financial Working Group (FWG) and a technical advisor to the Financial Management Board (FMB) and base organizations on the problems affecting the stock fund and Operation & Maintenance (O&M) budget as well as supply and equipment financial management. Briefs upper level supervisors and managers in the interpretation of supply/financial management data reports. Coordinates the preparation and submission of the initial and revised stock fund budget call with the GLSC. Analyzes financial transactions to detect errors and initiates corrective action. Coordinates with the GLSC funds manager for the approval of free issue, forced credit turn-ins, and adjusted stock level requests. Serves as the approval level authority for all inventory adjustments affecting the General Support Division stock fund. Coordinates with the GLSC/SMAG for all adjustments affecting the Material Support Division stock fund. Ensures supporting documentation is attached and certification/approval signatures are obtained on the original Consolidated Inventory Adjustment Document Register (M10) and forwarded to the Customer Support Liaison Element within 30 days of completion. Analyzes and forecasts financial data to the Wing Finance function, Financial Management Board, and Maintenance Group regarding impact of Stock Number User Directory (SNUD) price changes that affect obligations. Initiates reverse post actions as required. Reviews and certifies organization cost center records. Maintains and monitors files and listings associated with organization effectiveness and corrects data to ensure accurate calculations of future year funding and flying hour program. Scrutinizes the operations of all Logistics Readiness Squadron functions by conducting internal surveillances. Develops and maintains a schedule for regular and/or periodic surveillance visits to all elements. Researches and develops checklists, and exercises internal management controls within the LRS. Conducts an exit briefing to discuss identified deficiencies and resolve differences of opinion. Provides a detailed written report of inspection to include procedural clarification to eliminate non-compliance. Drafts replies and provides follow-up for inspection, audit or staff reports. Advises management of compliance and/or procedural changes by squadron or supported activities. Monitors higher headquarters special interest items and establishes special interest items at base level to correct local identified problems. Maintains last two years of inspection, audit, staff assistance, surveillance and analysis reports. Reviews the effectiveness of the reject program. Provides management oversight of Document Control processes. Serves as the focal point for comparison of performance with prescribed directives. Reviews and/or directs the review of all USAF data system design center program releases for impact on supply operations for required procedural actions. Submits requests for changes to system design when errors occur or system fails to perform its function. Resolves procedural SBSS interface problems with other systems or programs that interface with SBSS. Ensures that all flights, elements, and supported activities are notified of changes within their scope of responsibility. Serves as the Resource Advisor for the LRS. Prepares and manages the operating budget for squadron cost centers. Plans, develops, and conducts on-the-job training (OJT) as required. Performs other duties as assigned.