

UTAH AIR NATIONAL GUARD

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| ANNOUNCEMENT # | DATE |
| AIR 13-504 | 5 February 2013 |
| POSITION TITLE | MAXIMUM GRADE AFSC |
| Supply Technician | TSgt/E-6 2S0XX |
| LOCATION OF POSITION | AREA OF CONSIDERATION |
| 151st LRS, SLC, Utah | On Board AGR only |
| VACANCY REQUIREMENTS | |
| Enlisted | Male/Female |
| OPENING DATE | CLOSING DATE |
| 5 February 2013 | 19 February 2013 |
| Concurrent with Tech announcement Air 13-028 * Must possess a Secret security clearance * * Must be World Wide Qualified * | |

**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:

1. 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.
2. Must meet physical qualifications outlined in AFI 48-123.
3. 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.
4. 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.
5. 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.
6. Applicant must not have been previously separated for cause from active duty or a previous AGR tour.
7. 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.
8. If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 245-2441.
9. 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):

- a. NGB 34-1, *Application for Active Guard/Reserve (AGR) Position*, (dated 5 Nov. 2010)
- b. Current Report of Individual Person (RIP) (may be obtained from vMPF at <https://ww3.afpc.randolph.af.mil/vmpf>)
- c. 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)

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:

1. If selected, individual must have a current physical exam IAW AFI 160-43.
2. 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.
3. The basic duties, responsibilities and qualifications are described on the reverse.

SELECTING SUPERVISOR: MSgt Daniel Allred
VICE: VACANT

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

Experience, education, or training in a variety of operations or situations concerned with substance or content of supply actions, requiring ability to decide course of action to take, considering the circumstances or conditions encountered. Experience using computer and automation systems.

This position is located in the Maintenance Support Section of the Materiel Management Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The position is the Customer Service Representative performing Flight Service Center (FSC) duties within the Maintenance Support Section. The primary purpose is the point of contact for interfacing with the Global Logistics Support Center (GLSC) on behalf of the maintenance customers. Responsibilities include periodic visits to maintenance work centers; providing guidance for maintaining bench, operating, and shop stock; and assisting users in resolving any materiel management related problems; managing supply points, time-change, time compliance technical orders, Due-in From Maintenance (DIFM) management, awaiting parts, turn-around, local manufacture, command intensive management items, quality deficiency report programs, and the Air Force Repair Enhancement Program. Performs mission capability (MICAP) verification, reports and processes cannibalization actions. Establishes upgrade, downgrade, or cancels MICAP due-outs. Monitors status of items. processes local manufacture (LM) MICAPs and corrects discrepancies identified by the GLSC resulting from MICAP Enterprise Supply Solution (ESS) reconciliation. Establishes requirements for customer using automated systems and notifies customer of asset availability. Researches required information to perform item record loads. Processes issues, kills, and rejects management notices, status changes and cancellations. Processes Aircraft Document Review (ADR). Processes status inquiries and reconciles aircraft orders. Manages the DIFM listing, validates/updates DIFM listing with status by processing required transaction as necessary. Performs DIFM reconciliation with both maintenance and supply customers to ensure verification of current status and asset location. Updates DIFM monitor appointment letters. Processes DIFM turn-in (TIN) and turn-around (TRN). Manages the Supply Point program. Performs coordination with the customer service support element to ensure requisition objective is adequate. Also, prepares and processes Supply Point issues requests. Conducts physical reconciliation with the Supply Point monitor to verify detail balances, reconcile out of balance conditions as well as ensures all required transactions have been processed. Conducts Supply Point inventories, researches and reconciles discrepancies. Manages the AWP program. Completes required AWP checklist and processes necessary transaction to confirm status. Conducts AWP validation and coordinates with customer to determine status of AWP items. Initiates follow up with item manager for improved status as well as requests for disposition instructions for end item when AWP parts are not available. Sources for AWP lateral support. Joint coordination between the LRS and GLSC will be accomplished when reviewing the AWP Cross-Cannibalization management listing to determine possible AWP cross-reference cannibalization action. Maintains Tail Number Bin (TNB) and Due-Out Release (DOR) point. Reviews Two-Level Maintenance (2LM) metrics listing and takes appropriate action to improve repair cycle time. Reviews repair cycle data list and identifies critical items at which coordination is conducted with maintenance to ensure critical items are turned in at the prescribed time frame. Establish, maintain and delete bench stocks in coordination with supported activities. Review on-hand balance and process replenishment actions. Upon coordination and agreement, the customer may assume the responsibilities for binning, inventory, etc. (Refer to Support Agreement Procedures for support of tenant activities). Schedules and conducts bench stock reviews with the organizations. During periods of manpower constraints may be required to pull and deliver parts from various storage points. Attends daily/monthly meetings with maintenance. Performs reject management and working management listings. Performs other duties as assigned.