



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



Open Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
15-041-A-Air		19 May 2015	2 June 2015
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
181 st Medical Group (CERFP)	Terre Haute, IN	N/A	SSgt - MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Medical Material	TBD	E-5/SSgt	E-7/MSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 4A171			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u> <input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments. <input checked="" type="checkbox"/> Open to Females .			
DUTIES AND RESPONSIBILITIES			
<p>Performs and manages administrative functions. Requisitions, receives and maintains medical materiel publication files. Provides information to using activities on issues, schedules, and related matters. Performs, organizes, and monitors medical materiel management functions. Prepares and validates computer input data to establish, revise, and maintain master records. Determines requirements for and maintains records on war reserve materiel and other special programs. Initiates and manages the requisitioning, receipt, storage, issue and turn in of medical materiel. Ensures proper supply flow under various issue methods. Establishes and monitors a quality control program. Ensures effective internal controls for processing property documents and maintaining accountable records. Determines and evaluates action taken to establish stock control levels and inventory control. Conducts inventories. Processes, maintains and monitors requests for services and rentals. Coordinates internal operations with the medical equipment maintenance activity. Monitors coordination of support by base activities. Inspects, reviews and evaluates medical materiel support. Conducts periodic internal inspections of medical materiel for compliance with policies, procedures and directives. Analyzes reports and records and takes necessary corrective action. Ensures effective support is provided for all customers. Visits supported activities. Performs medical materiel functions. Establishes and ensures timely and efficient management of excess materiel and equipment. Receives and inspects incoming supplies and equipment. Applies special handling procedures for controlled medical items, gases, precious metals, dangerous and hazardous materials and refrigerated or frozen materials. Provides and maintains medical kits and sets. Delivers supplies and equipment to supported activities. Operates and supervises the base medical equipment management office and non-medical materiel support. Validates and coordinates equipment requests. Monitors expense and investment equipment fund programs. Ensures in-use equipment asset inventories are accomplished and necessary corrective actions and documentation is taken. Provides and monitors non-medical supply and equipment support. Operates and supervises the operation of automated data processing equipment. Ensures system operations are according to standard</p>			

system center documents. Performs and supervises periodic maintenance on computer systems. Ensures proper scheduling of all computer processing, and processes required programs.

GENERAL EXPERIENCE

Knowledge is mandatory of Air Force property and financial accounting base on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts. Education for entry into this specialty, completion of high school courses in management, basic electronic data processing, bookkeeping, accounting, and business administration is desirable.

- Projected fill date on or about 15 November 2015
- Must meet ASVAB score required for 4A171 AFSCs
- Ability to start position and go to formal training immediately
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Patrick Brown

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

-Complete and SIGNED NGB Form 34-1.

- Applicants MUST submit PASSING fitness assessment CURRENT through the closing date.

-Current Record Review Listing (RRL-RIP). Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS (EST) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible. POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013. Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours (EST) on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.**

Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839, Email: ng.in.inarnng.mbx.mdihweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: 1LT Landon E. Hinman, INANG, Health Svc Admin Officer, DSN 873-5672/812-877-5672