



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



**On-Board, 122<sup>nd</sup> Air Base Only**

| ANNOUNCEMENT NO.                 |                | DATE ISSUED             | CLOSING DATE           |
|----------------------------------|----------------|-------------------------|------------------------|
| 16-023-A-Air                     |                | 17 March 2016           | 01 April 2016          |
| UNIT OF ASSIGNMENT               | LOCATION       | CIVILIAN SERIES & GRADE | SALARY RANGE           |
| 122d Fighter Wing                | Fort Wayne, IN | N/A                     | TSgt/MSgt              |
| POSITION TITLE                   | PDCN           | MINIMUM MILITARY GRADE  | MAXIMUM MILITARY GRADE |
| Flight Service Center Supervisor | TBD            | E-6/TSgt                | E-7/MSgt               |

**COMPATIBLE MILITARY ASSIGNMENT**

Air Force Specialty Code (AFSC) 2S071

**PERMANENT CHANGE OF STATION (PCS) FUNDING**

**FUNDS MAY BE AVAILABLE**

**MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION**

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females.**

**DUTIES AND RESPONSIBILITIES**

Performs administrative and management functions. Performs and monitors management (and procedural application) of manual or automated inventory control actions. Computes and accumulates data for use in analysis. Helps develop work standards and methodology. Performs inventories, and ensures timely correction of discrepancies. Prepares, analyses, and evaluates reports, procedures, and policy data. Provides customer service. Inspects and evaluates inventory management activities. Periodically inspects activities for compliance with policies, procedures, and directives for accuracy. Analyzes reports and records activities, reports inefficiencies to supervisors, and recommends corrective actions to improve operations. Evaluates supply efficiency and equipment management activities. Uses management products to evaluate accounts. Provides support to maintenance activities. 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. Inspects and identifies property. Inspects conditions of property received. Compares property with procurement specifications. Identifies property, using technical data and blueprints, and identifies components to subassemblies. Performs shelf life inspections of stock. Performs technical material functions. Develops methods and improves procedures for storage and issuing property. Plans use of storage facilities. Inventories supplies and equipment. Prepares statements of facts surrounding property loss, damage, or destruction through causes other than fair wear and tear. Establishes property locator system. Issues, delivers,

and transfers property. Issues, ships, delivers or transfers property from issue, shipping, or transfer destination points through coordination with customers. Controls issue of classified sensitive, and controlled items, obtaining custody or document receipts. Complies data for storage and occupancy planning reports. Pulls, issues, and bins bench stock property. Plans and schedules materiel storage and distribution activities. Ensures availability, and controls use of space, materiel handling equipment, and required spare parts. Establishes fire prevention and safety standards, and ensures compliance. Determines requirements for storage, including those for classified, sensitive, radioactive, hazardous, mobility readiness spares packages and flammable property. Ensures protection of personnel. Prevents deterioration, contamination, and destruction of property. Controls stock rotation to prevent deterioration and permit maximum use of dated and technical order compliance assets. Coordinates with customers regarding priority of deliveries and destination points. Establishes controls to deliver expedited requests within prescribed time limits. Supervises central receiving activity; coordinates requirements for shipping with transportation. Supervises reparable processing center. Maintains assigned unit vehicles.

### GENERAL EXPERIENCE

Knowledge is mandatory of basic mathematics, supply 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 (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and supply deployment or contingency operations..

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Must be able to obtain a 2S071 career field
- 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.
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### 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. **APPLICATION MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS 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.**

Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application Smith, 1 of 2). Email: [ng.in.inarng.mbx.mdhrweb@mail.mil](mailto:ng.in.inarng.mbx.mdhrweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview. HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.

**Selecting Official: Maj Michael A. Shutt**