



**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- 022-A-Air		18 March 2016	18 April 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122d Fighter Wing	Fort Wayne, IN	N/A	SSgt/TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Equipment Accountable Element	TBD	E-5/SSgt	E-6/TSgt

**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 for equipment accountability element of the Customer Support Section. 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 equipment accountability functions to ensure timely correction of discrepancies. Schedules and conducts formal organizational visits annually to each supported organizational account both on and off the installation to ensure custodians are adequately performing their accountability responsibilities. Verifies accountability of all capital equipment, nuclear related equipment, Communications Security (COMSEC) equipment, and performs a 10% random sample of remaining accountable assets. Ensures the unit has a process in place to account for pilferable items purchased with the Government Purchase Card (GPC). Provides the responsible officer and the responsible officer's group and wing commanders with a written report that identifies strengths, findings and observations. Maintains a suspense system to ensure replies and corrective action are accomplished within 30 days. Reviews replies to ensure noted discrepancies are corrected. Notifies the LRS Commander and responsible officer's group and wing commanders, in writing, of actions taken. Measures schedule effectiveness to ensure organizational visits are conducted annually and brief schedule effectiveness to Materiel Management Flight Chief and LRS/CC. Ensures accountability of equipment assets purchased with the GPC and/or through Base Contracting. Ensures organizational commanders account for and control budget code 9 NFx assets valued over \$5,000.00 and those that are pilferable regardless of dollar value. Ensures assets which

are accounted for on an Organizational Visibility List (R15) or equivalent are inventoried at least annually or upon change of custodian. Identifies, coordinates and monitors War Readiness Materials (WRM) and mobility equipment requirements to ensure all authorizations are on hand, on order, or included in appropriate budget document. Ensures valid Unit Type Codes (UTC), Use Codes, and WRM codes are assigned. Ensures Block III (AFEMS CBT and MAJCOM supplemental) training is conducted for all Equipment/SPRAMS custodians and Block IV training for deployed custodians. Monitors and reviews item accounting procedures carried out by these personnel. Provides assistance and additional training when required. Conducts briefings for new squadron commanders relative to their duties as responsible officers for the safeguarding and control of government property, ensuring they understand the methods for relief of accountability of property under their control. Evaluates training needs of assigned subordinates, both full time and drill status personnel, and develops and administers required training. Functions as the base Equipment Review Approval Authority in verifying and validating equipment requests in accordance with established Allowance Source Codes (ASC), and completing actions as required for Equipment Authorization Inventory Data (EAID) accounting. Utilizes AFEMS to determine and verify equipment authorizations for all supported organizations, to include assisting the Vehicle Maintenance and Analysis (VMA) in Registered Equipment Management (REMS) functions. Identifies, analyzes, interprets, and applies equipment allowance criteria to support assigned mission(s), weapons system(s), and other base equipment authorizations. Identifies and analyzes needs for reduced/increased equipment authorizations and significant technical changes. Interprets ASC and other data as it relates to weapons systems and base authorization for equipment to identify valid requirements, and prepare change requests to ensure that equipment authorizations are maintained within applicable allowance. Ensures ASC update reviews are conducted annually. Monitors the equipment excess program. Identifies unserviceable assets and determines the need and feasibility of contract or other maintenance. Plans, conducts, and coordinates equipment changes based on acquisitions of new weapons systems or changes in unit mission and supported functions. Identifies and processes the disposition of property upon termination of need or authorization.

### 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: SMSgt Daniel K. Okuly**