



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



On-Board AGR, 122nd Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16- 033-A-Air		3 June 2016	17 June 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122d Fighter Wing	Fort Wayne, IN	N/A	AIC/TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Materials Handler	TBD	E-3/AIC	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			
<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>The primary purpose of this position is to carry out the complete warehousing operations relating to mobility assets to include providing management control, oversight, coordination, and implementation of the base Individual Protective Equipment, Airborne/Non-airborne Readiness Spares Packages, War Reserve Material, and Weapons programs and operations. This position facilitates the primary mission of managing base mobility assets to include the accountability, reporting, receiving, distributing, tracking and maintenance of critical mobility related material. Serves as technical advisor to the Wing Commander, staff, and base personnel regarding mobility assets. Manages, controls, oversees, coordinates and implements the base mobility assets program and function. Serves as the technical advisor to satellite units and Geographically Separated Units providing their mobility custodian with current information, guidance and training and accomplishes periodic inspection of their activity. Establishes augmentee requirements to support and sustain initial response and post deployment actions. Provides supervision and training to appointed augmentees. Provides day-to-day management and oversight of assigned personnel and monitors daily mobility assets operations and activities. Determines and establishes requirements, forecasts shelf-life expiration, and develops an operating budget for individual protective equipment to ensure critical wartime assets are available to support deployments. Coordinates with a variety of functional elements, personnel, and off-base contacts to accomplish assigned mission. Serves as a technical advisor to the Wing Commander regarding Mobility assets program and issues; and serves as a member of the deployment process working group, and as an advisor to the base Readiness Council. Responsible for the</p>			

automated Mobility Inventory Control Accountability System (MICAS) database to include the installation of software upgrades and regular database backups. Serves as the system administrator to manage and update mobility bag inventory data by loading, changing, and deleting personnel, kit configurations, locations, lot/contract information; and issues individual stocked items, generates hand receipts and condemns stock. Ensures data integrity and proper accountability is maintained at all times. Collects MICAS roll-up reports from supported organizations and submits a consolidated monthly report to NGB. Authorizes additional users to the MICAS tracking system. Develops and conducts MICAS training to assigned personnel and unit mobility managers. Develops lesson plans, course materials, and schedules and conducts training. Identifies mobility bag and customer individual protective requirements. Receives, stores and issues, Type A, B C, and D mobility bag assets. Controls shelf life assets utilizing Army Electronic Products Support (AEPS) and Joint Acquisition CBNR Knowledge System (J.A.C.K.S.), processes and approves customer requests for mobility bag requirements, requisitions mobility bag assets, performs research, verifies data etc. Determines storage requirements ensuring arrangement is in accordance with applicable directives. Storage should be conducive to a smooth and expedient issue process. Uses safe and secure storage and distribution practices to ensure maximum protection of augmentee personnel and the environment. Stocks, inventories, and tracks deployable MRSP and mobility bag assets before and after deployments. Coordinates the authorization for mobility assets to include: WCDO, MRSP, and all mobility bag assets. Performs other duties assigned.

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.
- Vice: Huffman

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 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.

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.mdihrweb@mail.mil (Note: The email does not except encrypted email. Please ensure to send application packets from an appropriate military email address). 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: MSgt Adam M. Fretz