



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



On-Board, 122 Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16-055-A-Air		28 September 2016	13 October 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122d LRS	Fort Wayne, IN	N/A	SrA/TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
HAZMAT Specialist	TBD	E-4/SrA	E6/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

--Manages, controls, oversees, coordinates and implements the base HAZMART Pharmacy program and function. Provides day-to-day management and oversight of assigned HAZMART Element personnel and monitors daily HAZMART operations and activities. Reviews computer-generated listings; coordinates office budget requirements; and provides work assignment, guidance, and direction to lower-graded personnel assigned to the HAZMART Element. 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 the hazardous materials program and issues; and serves as a member of the HAZMART Planning Team, and can advise on hazardous issues if asked by the base Safety Counsel.

--Identifies new HAZMART and customer requirements. Controls IEX-coded materials, processes and approves customer request, enrolls new customers, requisitions hazardous materials, performs research, verifies data, etc. Receives, issues, stores, and ships hazardous materials. Determines storage requirements, arrangement of materials, and space utilization required. Uses safe and secure storage and distribution practices to ensure maximum protection of workforce personnel and the environment. Processes approvals, rejects, denials, waivers, or terminations; and provides interchangeable or substitute stock items. Utilizes the Government Purchase Card (GPC) for all local purchase requirements, and performs a monthly reconciliation on all purchases and expenditures. Manages shop excess, performs shelf life inspections, coordinates stock level adjustments, and distributes inventory listings to appropriate users. Develops, replenishes, and monitors stock levels. Maintains listing or partially consumed hazardous materials or "free issue" items. Stocks, inventories, and tracks deployable HAZMART kits before and after deployments. Maintains accountability of hazardous materials owned by visiting

units. Assists in the identification of less hazardous materials. Develops specialized purchase procedures for the purchase of hazardous materials in smaller quantities, to provide short lead time for deliveries, and to reconsider economic order quantities. Coordinates base-wide pick-up and delivery of hazardous materials.

--Serves as the HAZMAT systems administrator utilizing the Enterprise Supply Solution (ESS) and the Enterprise Environmental Safety Occupational Health-Management Information System (EESOH-MIS) to manage and update HAZMAT inventory data. Authorizes exceptions to user authorizations. Maintains and researches MSDS library database for any needed information/documentation. Tracks hazardous materials for deployments and redeployments.

--Develops base regulations and operation instructions/procedures involving hazardous material requirements/processes in accordance with Federal, State, and military regulations/guidelines and instructions. Advises supervision, customers, and assigned personnel of specialized/new HAZMAT policies, practices, and requirements. Reviews proposed regulation revisions and submits changes to initiating offices/agencies as required.

--Develops and conducts HAZMAT training to managerial, supervisory, and base personnel. Develops lesson plans, course materials and schedules and conducts training.

--Conducts worksite visits, identifies customer concerns, and determines material usage. Makes recommendations to improve customer service and provides follow-up as required.

--Performs other duties as 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 deployment or contingency operations.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

-Start Date is pending on position vacancy.

-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: Monticue

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 Fretz 260-478-3370