



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



Onboard AGR at Fort Wayne only

ANNOUNCEMENT NO.		DATE ISSUED		CLOSING DATE	
14-035-A-Air		12 May 2014		26 May 2014	
UNIT OF ASSIGNMENT		LOCATION		CIVILIAN SERIES & GRADE	
122 nd FW/LRS		Fort Wayne, IN		N/A	
POSITION TITLE		PDCN		MINIMUM MILITARY GRADE	
HAZMAT Spec		TBD		E-5/SSgt	
MAXIMUM MILITARY GRADE				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, follow 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>Manages, controls, oversees, coordinates and implements the base HAZMAT Pharmacy program and function. Provides day-to-day management and oversight of assigned personnel and monitors daily HAZMAT operations and activities. Reviews computer-generated listings; coordinates office budget requirements; and provides work assignment, guidance, and direction to lower-graded personnel. Coordinates with a variety of functional elements, personnel, and off base contacts to accomplish assigned mission. Serves as the technical advisor to the LRS Commander regarding the hazardous materials program and issues; and serves as a member of the HAZMAT Planning Team, the Environmental Protection Committee, and as an advisor to the base Safety Counsel. Identifies new HAZMAT and customer requirements. Controls IEX-coded materials, processes and approves customer requests, enrolls new customers, requisitions hazardous materials, performs research, verifies data, etc.</p> <p>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 numbers. Utilizes the Government Purchase Card (GPC) for all local purchase requirements, and performs a monthly reconciliation of all purchases and expenditures. Manages shop excess, performs shelf life inspections, coordinates stock level</p>					

adjustments, and Maintains listing of partially consumed hazardous materials or "free issue" items. Stocks, inventories, and tracks deployable HAZMAT kits before and after deployments. 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 SBSS, ESS, EMIS, EESOH-MIS to manage and update HAZMAT inventory data. Authorizes exceptions to user authorizations. Monitors and authorizes upgrades to EMIS, HMIS, EESOH-MIS, and-or to the network server. Authorizes access to the HAZMAT tracking system and provides backup to the EMIS or EESOH-MIS database, Researches EESOH-MIS master library database, and queries the AF HAZ tracking system for MSDS information. Maintains the base MSDS library and the 3952 database; and obtains required HAZMAT information utilizing the Internet, as required. Trains personnel regarding the use of enhancements to the Depot Maintenance-Hazardous Material Management System and trains personnel regarding HAZMAT communication requirements. Manages the HAZMAT-ODS tracking system and records maintenance data as required. Tracks hazardous materials for deployments and redeployments-- 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's usage. Makes recommendations to improve customer service and provides follow-up as required.

--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 deployment or contingency operations.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- 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.
- Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- Security Clearance:** Applicants must have 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: Risner

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 CURRENT fitness assessment.

-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 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 Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.

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 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 46241-483, Email: ng.in.inarnng.mbx.mdihweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: Adam M. Fretz, MSgt, 122nd LRS, Fort Wayne, IN DSN: 778-3370