



# North Dakota Air National Guard Active Guard Reserve (AGR) Position Vacancy Announcement

**Human Resource Office  
North Dakota Army National Guard  
P.O. Box 5511  
Bismarck, ND 58506-5511**

**Human Resource Office  
North Dakota Air National Guard  
119th WING/HR  
1400 32nd Ave North  
Fargo, ND 58102-1051**

**Announcement Number:** ANG 21-51

**Application accepted from:** 23 August 2021

**thru close of business on:** 17 September 2021

**Position Title & Grade:** Material Management Craftsman, TSgt

**Position No:** 1010338

**Location of Position:** 119<sup>th</sup> LRS, Fargo ND

**Security Clearance:** Secret

**Earliest Fill Date:** ASAP

**Interviewing Supervisor:** MSgt Nathan Anderson, Material Management Supervisor

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<b>Appointment Factors:</b>	AGR	ENLISTED	PERMANENT	NON- SUPERVISORY
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**Area of Consideration:**

Current Enlisted Members of the NDANG

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**Compatibility:** 2S0X1

**INDIVIDUAL NEEDS TO CURRENTLY BE ASSIGNED TO THIS CAREER FIELD TO BE CONSIDERED FOR THIS POSITION.**

**BRIEF DESCRIPTION OF DUTIES:**

Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations.

*Happy Hooligans*



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## **DUTIES AND RESPONSIBILITIES:**

Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.

Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property.

Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.

Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.

Develops methods and improves procedures for storing property. Plans use of storage facilities. Stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items.

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.

Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer.

Plans and schedules materiel storage and distribution activities.

Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products.

Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database integrity and makes necessary corrections.

Controls and operates the Remote Processing Station (RPS).

Monitors systems processing and corrects processing errors. Monitors materiel management traffic through use of the Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Mega centers, to identify and correct problems.

Develops database retrieval scripts for materiel management support analyses.

Operates motor vehicles and assorted materiel handling equipment.

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# North Dakota Air National Guard

## Active Guard Reserve (AGR) Position Vacancy

### Announcement

AGR MEMBERS ENTERING ON FULL TIME MILITARY DUTY (ORDERS WHICH ARE 3 YEARS) MUST BE MEDICALLY QUALIFIED IAW AFI 48-123 & THE NGB/SGP CONSOLIDATED MEMORANDUM. INDIVIDUALS MUST HAVE A CURRENT PHYSICAL AND DENTAL EXAMINATION WITHIN TWELVE (12) MONTHS PRIOR TO ENTRY DATE, HIV TEST WITHIN THE LAST SIX (6) MONTHS, AND CARDIAC RISK INDEX ASSESSMENT FOR PERSONNEL AGE 40 OR OLDER. AGR ACCESSIONS ARE MEDICALLY APPROVED BY THE NORTH DAKOTA STATE AIR SURGEON; THOSE MEMBERS ON WWD WAIVER CONSIDERATION MUST BE APPROVED BY THE NGB/SGPA OFFICE.

#### 1. HOW TO APPLY:

**\*FAILURE TO PROVIDE REQUIRED DOCUMENTS/ STATEMENTS WILL RESULT IN DISQUALIFICATION. (Required documents are listed below a., b., and c.)**

- a. Submit a complete & signed NGB Form 34-1 dated 11 Nov 2013, Application For Active Guard/Reserve (AGR) Position.
- b. Submit a Report of Individual Person (RIP) from vMPF.
- c. Fitness Test within the past 12 months, this can be retrieved from the AF Fitness Management System (AFFMSII) also on the Air Force Portal
- d. You **may** attach any additional/**optional** documentation you feel is necessary or that will enhance your possibilities for selection (examples DD Form 214, certificates, diplomas, letters of recommendation, etc.
- e. Applications must be submitted to the Human Resource Office (HRO) email inbox NO LATER THAN midnight on the closing date. HR commercial telephone: BISMARCK (701) 333-3298 or FARGO (701) 451-2267. Applications must be submitted via email to USAF ND 119 WG Mailbox HRO at address: [119.WG.HRO.ORG@US.AF.MIL](mailto:119.WG.HRO.ORG@US.AF.MIL) (NOTE: this email address has recently changed)

#### 2. CONDITIONS OF EMPLOYMENT:

- a. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- b. Initial AGR tour is contingent upon selectee meeting all medical standards as outlined in AFI 48-123 and medical standards directory. An HIV blood draw needs to be within last 6 months of initial AGR tour start date.
- c. This vacancy announcement will be for an initial active duty tour of 3 years. Subsequent tours will be six (6) years or less. Extensions beyond the initial tour will be based on information in ANGI 36-101 and current force management procedures.
- d. The selected applicant will be placed in Active Guard/Reserve (AGR) military duty status under Title 32 USC Section 502 (f).
- e. The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods.
- f. The wearing of the appropriate military uniform, prescribed in pertinent regulations is required for the incumbent of this position.
- g. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

#### 3. EQUAL OPPORTUNITY:

The North Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age, national origin, sex, political affiliation, membership or non-

Visit us on the Web: [www.ndguard.ngb.army.mil/joblisting](http://www.ndguard.ngb.army.mil/joblisting)

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