



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

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

Announcement Number: **ANG 25-17**

Permanent Temporary

Open Date: 27 January 2025

Close Date: 07 February 2025

Earliest Fill Date: 10 February 2025

Position Number(s): 01121932

Location: 119th Wing, Fargo, ND

Position Title, Grade: Material Management Superintendent, SMSgt

Selecting Official: Capt Kelsey Edwards

Area of Consideration: Current enlisted members of the NDANG

- ✓ Must be minimum rank of MSgt
- ✓ Must be immediately promotable to SMSgt

Compatibility: 2S0X1

APPLICANT MUST **CURRENTLY POSSESS** THE COMPATIBLE AFSC TO BE CONSIDERED FOR THIS POSITION.

How to Apply: If your application does not contain, at a minimum, the required documents from the correct sites, your application will not be accepted. Instructions on how to obtain these documents can be found in the AGR Vacancy Folder on SharePoint. Required documents are listed below (a, b, & c).

- a. NGB Form 34-1, Application For Active Guard/Reserve (AGR) Position: **completed & signed**
- b. Report of Individual Person (RIP) **from vMPF**
- c. MyFitness Individual Fitness Tracker **from myFITNESS showing current, within 12 months**
- d. Additional Documentation that you feel is necessary to enhance your possibility for selection (examples: certificates, diplomas, letters of recommendation, etc.)

It is recommended that you combine your application into a single PDF with your name and announcement number as your title. It is also HIGHLY encouraged that you produce new documents with each application.

Applications must be submitted to the Human Resource Office (HRO) email inbox NO LATER THAN 23:59 on the closing date: 119.WG.HRO.ORG@US.AF.MIL (email is the only acceptable form of receiving the application). Ensure your application is submitted with pdf or word attachments so HR can open and review. Applications **WILL NOT** be reviewed/screened until the vacancy has closed. Applicant must meet all Areas of Consideration(s) at the time of submission, or they will be disqualified.

If you have questions, concerns, or issues, you may contact the **Air AGR Manager at 701-451-2662.**

Promotion to a Controlled Grade (E8/E9/O4/O5/O6) is dependent on Controlled Grade Availability

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SPECIALTY SUMMARY:

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.

DUTIES AND RESPONSIBILITIES:

- 2.1. Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.
- 2.2. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property.
- 2.3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.
- 2.4. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.
- 2.5. 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.
- 2.6. 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.
- 2.7. 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.
- 2.8. Plans and schedules materiel storage and distribution activities.
- 2.9. 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.
- 2.10. 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.
- 2.11. Controls and operates the Remote Processing Station (RPS).
- 2.12. 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 Megacenters, to identify and correct problems.
- 2.13. Develops database retrieval scripts for materiel management support analyses.
- 2.14. Operates motor vehicles and assorted materiel handling equipment.

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SPECIALTY QUALIFICATIONS:

Knowledge is mandatory of basic mathematics, materiel management 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 (issue and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

3.2. Education. For entry into this AFSC, completion of high school with a course in mathematics is desirable.

3.3. Training. For award of AFSC 2S031, completion of a basic materiel management course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 2S051.

Qualification in and possession of AFSC 2S031. Also, experience is mandatory in preparing and maintaining documentation and records associated with materiel management.

3.4.2. 2S071. Qualification in and possession of AFSC 2S051. Also, experience is mandatory supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions.

3.4.3. 2S091. Qualification in and possession of AFSC 2S071. Also, experience is mandatory managing functions such as computing stock control levels; receiving, storing, and issuing property.

3.5. Other. The following are mandatory as indicated: 3.5.1. See attachment 4 for entry requirements.

3.5.2. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.3. Must possess a valid state driver's license to operate government motor vehicles (MGC) in accordance with AFI 24-301, *Ground Transportation*.

3.5.4. Specialty requires routine access to Tier 3 (T3) information, systems, or similar classified environments.

3.5.5. Completion of current T3 background investigation according to AFMAN 16-1405, *Personnel Security Program Management* is mandatory.

CONDITIONS OF EMPLOYMENT: The initial AGR tour is contingent upon selectee meeting all required standards to include fitness, medical review, security clearance, etc. AGR Members entering full time military duty must be medically qualified IAW AFI48-123 and the medical standards directory. Individuals must have current physical and dental examination within 12 months prior to entry date, HIV test within the last 6 months. AGR accessions are medically approved by the ND State Air Surgeon (SAS); those on WWD Waiver consideration must be approved by NGB/SGPA office. **Bonus/Incentive recipients:** If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment. 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. This vacancy announcement will be for an initial active-duty tour of 6 years OR less. 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. The selected applicant will be placed in Active Guard/Reserve (AGR) military duty status under Title 32 USC Section 502 (f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. The wearing of the appropriate military uniform, prescribed in pertinent regulations is required for the incumbent of this position.

Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

EQUAL OPPORTUNITY: The ND 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-membership in employee organization or any other non-merit factor.

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