



AGR VACANCY ANNOUNCEMENT **ENLISTED**

THE ADJUTANT GENERAL
NEW MEXICO AIR NATIONAL GUARD
ATT: NMANG-HR-AD
47 BATAAN BLVD
SANTA FE, NM 87508

ANNOUNCEMENT NO:
NME 25-003

OPENING DATE
5-March-25

CLOSING DATE
7-April-25

POC: MSgt. Alejandro Unale
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<u>OPEN FOR FILL</u>			
<input checked="" type="checkbox"/>	STATE	<input checked="" type="checkbox"/>	NMANG
<input type="checkbox"/>	NATIONWIDE	<input type="checkbox"/>	NMARNG

POSITION TITLE: Materiel Management.

LOCATION OF POSITION: 150th Logistics Readiness Squadron, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico 87117.

AREA OF CONSIDERATION: Open to all member of the New Mexico Air National Guard. Open to Grades E-2 through E-6. Members applying must hold a 2S0X1 AFSC. AGR resource is available.

DATE VACANCY EXISTS: Currently with a projected start date of 1 May 2025 or TBD by Commander.

ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:

Enlisted must meet AFSC, requirements as outlined in AFECD. If medical exam is older than 30 days, applicant must submit an AF Form 895. Submit applications on NGB Form 34-1. Must meet the physical examination qualification outlined in Chapter 12, ANGI 36-101, and IAW AFI 48-123 Medical Examination and Standards. Examination must have been conducted within 18 months before the date of entry on military duty. Must meet and comply with weight standards at the time of entry into AGR duty. Should be able to acquire 20 years of active duty prior to mandatory separation date. Should be able to serve at least five (5) consecutive years in the AGR program prior to becoming eligible to receive military non-disability retirement or retainer pay. Must not be eligible for, or receiving an immediate Federal (military or civilian) retirement annuity.

SPECIAL INFORMATION: As a condition of employment, **selected** agrees to attend all Unit Training Assemblies and Annual Training deployments, special projects, and exercises when required, with his/her unit of assignment; applicant must be assigned to a Military UMD in the unit they support and UMD compatible AFSC prior to Active Duty Tour. The military uniform will be worn in accordance with AFI 36-2903.

INSTRUCTIONS FOR APPLYING: Submit application using a NGB Form 34-1, which is on the internet at <https://usaf.dps.mil/sites/34163/150SOW/JOBS/SitePages/Home.aspx>. Completed applications will be scanned into one PDF file and emailed to alejandro.unale@us.af.mil **no later than** the closing date. You must submit a separate PDF file for each job you are applying for.

REQUIRED DOCUMENTS: All applications must include the following documents:

Completed NGB 34-1

Current Record Review RIP from vMPF (not more than one (1) year old)

Current copy of your Official Air Force Fitness Assessment Individual tracker (myFITNESS).

EQUAL OPPORTUNITY: The New Mexico Air National Guard is an Equal Opportunity Organization. Selection for this position will be made without regards to race, color, religion, sex, age, or national origin.

CLOSING DATE: Applications will be forwarded to the HRO office, to arrive **no later than** the business day on the closing date specified on the vacancy announcement.

MATERIEL MANAGEMENT

1. 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. Related DoD Occupational Subgroup: 155100.

2. 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 Mega centers, 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.

3. Specialty Qualifications:

3.1. Knowledge. 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.

3.5.6. Retraining into the 2S0XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

Performs additional duties as assigned.

Note: Incomplete packages will not be considered.