

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

***NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-24-004

**Closing Date:** 08 December 2023

**Position Title:** Medical Logistics NCO  
(Start date o/a 01 Feb 2024)

**Location:** 155<sup>th</sup> MDG, Lincoln, NE

**Military Grade Range:** Minimum SSgt/E5 - Maximum MSgt/E7

**Military Requirements:** Designated AFSC for this position is 4A1X1. Must have ASVAB Admin score of 48 and be able to lift 50lbs for entry into the 4A1X1 AFSC. **Applicants will review the qualifications for the award of this AFSC in the AFECD. Failure to review these qualifications may result in the applicant not being eligible for the position.**

**Area of Consideration:** All members of the Nebraska Air National Guard or those eligible to become members in the grades of E5 – E7 may apply for this position.

**Specialty Summary:**

Performs and manages preparation and maintenance of manual and mechanized accountable medical materiel records, and requisitioning, receiving, storing, issuing, safeguarding, and accounting for supplies and equipment. Processes and monitors requests for contracts. Implements and directs medical materiel activities for inventory control, accounting, financial planning, and management of supplies and equipment. Performs and monitors computer operations.

**Duties and Responsibilities:**

2.1. Performs and manages administrative functions. Requisitions, receives, and maintains medical materiel publication files. Provides information to using activities on issues, schedules, and related matters.

2.2. Performs, organizes, and monitors medical materiel management functions. Prepares and validates computer input data to establish, revise, and maintain master records. Determines requirements for and maintains records on war reserve materiel and other special programs. Initiates and manages the requisitioning, receipt, storage, issue and turn in of medical materiel. Ensures proper supply flow under various issue methods. Establishes and monitors a quality control program. Ensures effective internal controls for processing property documents and maintaining accountable records. Determines and evaluates action taken to establish stock control levels and inventory control. Conducts inventories. Processes, maintains, and monitors requests for services and rentals. Coordinates internal operations with the medical equipment maintenance activity. Monitors coordination of support by base activities.

2.3. Inspects, reviews, and evaluates medical materiel support. Conducts periodic internal inspections of medical materiel for compliance with policies, procedures, and directives. Analyzes reports and records and takes necessary corrective action. Ensures effective support is provided for all customers. Visits supported activities.

2.4. Performs medical materiel functions. Establishes and ensures timely and efficient management of excess materiel and equipment. Receives and inspects incoming supplies and equipment. Applies special handling procedures for controlled medical items, gases, precious metals, dangerous and hazardous materials and refrigerated or frozen materials. Provides and maintains medical kits and sets. Delivers supplies and equipment to supported activities.

2.5. Operates and supervises the base medical equipment management office and non-medical materiel support. Validates and coordinates equipment requests. Monitors expense and investment equipment fund programs. Ensures in-use equipment asset inventories are accomplished and necessary corrective actions and documentation is taken. Provides and monitors non-medical supply and equipment support.

2.6. Operates and supervises the operation of automated data processing equipment. Ensures system operations are according to standard system center documents. Performs and supervises periodic maintenance on computer systems. Ensures proper scheduling of all computer processing, and processes required programs.

### **Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of Air Force property and financial accounting base on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts.

3.2. Education. For entry into this specialty, completion of high school courses in management, basic electronic data processing, bookkeeping, accounting, and business administration is desirable.

3.3. Training. For award of AFSC 4A131, completion of a basic medical materiel course is mandatory.

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

4A151. Qualification in and possession of AFSC 4A131.

3.4.2. 4A171. Qualification in and possession of AFSC 4A151.

3.4.3. 4A191. Qualification in and possession of AFSC 4A171. Also, experience managing all medical materiel functions.

3.5. Other. The following is mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.

3.5.1.2. See attachment 4 for additional 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*.

# Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

**!!! IMPORTANT NOTICE!!!**

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to [ng.ne.nearng.list.hro-agr-job-apps@army.mil](mailto:ng.ne.nearng.list.hro-agr-job-apps@army.mil) with a subject line of "Job Application AGR-AF-\_\_-\_\_ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes  No 1. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the NE.NG.MIL. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. \_\_\_\_ (Initials)

Yes  No 2. **Records review RIP or SURF Sheet** \_\_\_\_ (Initials)

Yes  No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR),** or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. \_\_\_\_ (Initials)

Yes  No 4. **Current Point Credit Summary** - Applies to Reserve Component/ANG Only \_\_\_\_  
 Yes  No 5. **Current Flying History Report** (if applicable) \_\_\_\_ (Initials)

Yes  No 6. **AF 422 or DD 2992** (showing current physical PULHES) or MFR from Med Group \_\_\_\_ (Initials)

Yes  No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History**  
Member must provide current documentation showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. \_\_\_\_ (Initials)

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Mail applications to: NE National Guard  
Human Resource – AGR Branch  
2433 NW 24th Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.*

**The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.**