

NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NW 24TH STREET
LINCOLN, NEBRASKA 68524

NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-22-035

Closing Date: 01 August 2022

Position Title: Materiel Handler
(Individual Protective Equipment/Mobility)

Location: 155th LRS, Lincoln, NE

Military Grade Range: Minimum A1C/E-3 - Maximum SMSgt/E-8
(Currently only supports E-6, promotion dependent upon UMD and Control Grade availability)

Military Requirements: Designated AFSC for this position is 2S0X1. Must have PULHES of 333333, ASVAB General score of 44 and Admin score of 41. Must be able to lift 60lbs. As mandated by the Secretary of Defense, employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to meet the COVID-19 vaccine requirements established by your military component. **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: Members of the Nebraska Air National Guard or those eligible to become members in the grades of A1C/E-3 to SMSgt/E-8 may apply for this position.

Area 1 – AFSC Qualified

Area 2 – Non AFSC Qualified

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 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.

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.

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@mail.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 Nebraska National Guard Opportunities webpage. **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
____ (Initials)

Yes No 5. **Current Flying History Report** (if applicable) ____ (Initials)

Yes No 6. **AF 422 or DD 2992** (showing current physical PULHES) and PHA within 12 months
____ (Initials)

Yes No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History**
Member must provide current documentation **from their fitness monitor** 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.