



**DEPARTMENT OF THE AIR FORCE
MASSACHUSETTS NATIONAL GUARD**

Human Resources Office
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Hanscom AFB, Massachusetts 01731-3001



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #102-24-47

OPEN DATE: 26 JUNE 2024

EXPIRATION DATE: 25 AUG 2024

Open To: All members assigned to the 102 Intelligence Wing currently holding the 2S0X1 AFSC

Number of Positions:	One
Position Title:	MATERIEL MANAGEMENT
Unit/Duty Location:	102d Logistics Readiness Squadron, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	A1C/SSgt
Duty AFSC:	2S051
Required ASVAB:	A: 41, and/or G: 44
Security Clearance:	Secret
PULHES:	3-3-3-3-3-3

POC: CMSgt Edward Winchester (508)-968-4265, email Edward.Winchester.1@us.af.mil

HRO Remote: Ms. Kimberly Brown (508) 968-4596, email 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES
PCS Authorized

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. SPECIAL REQUIREMENTS:

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.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

LENGTH OF TOUR:

Initial AGR tour orders are probationary. The probationary period will be a minimum three years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

APPLICATION REQUIREMENTS:

- 1. NGB Form 34-1, signed <https://massnationalguard.org/assets/ngb-form-34-1.pdf>
 - 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF) – Self-Service Actions
 - Select “Personal Data”
 - Select “Record review/Update”
 - Scroll to bottom on left hand panel click “view/print all pages”
 - A printer friendly window should pop up to print, if not, right click on page and scroll down to print
 - 3. Copy of last promotion order (OFFICERS ONLY) may be obtained from PRDA
 - 4. AF Form 422: Must be obtained and verified by Medical Group within 6 months of submission
 - *For enlisted members **NOT** part of the MA ANG the AF 422 **MUST** be within 2 years
 - *For officers **NOT** part of the MA ANG **OR** commissioning opportunity the AF 422 **MUST** be within 1 year and include the following:
 - Purpose of physical: Commissioning / Officer Transfer / Officer Reappointment
 - Date of physical exam / PHA / RCPHA
 - Physical is cleared for Commission / Officer Transfer / Reappointment Statement
 - 5. **myFitness Individual Tracker Report: Current & passing w/ 12 months**
<https://myfss.us.af.mil/USAFCommunity/s/login/?ec=302&startURL=%2FUSAFCommunity%2F%2F>
 - 6. SF 181, Ethnicity and Race Identification <https://massnationalguard.org/assets/sf-181.pdf>
 - 7. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs)
 - 8. CORI, signed (not required for current permanent MA ANG AGRs)
<https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>
 - 9. Copy of driver’s license, front and back (not required for current permanent MA ANG AGRs)
 - 10. Last 3 EPR/OPR *A MFR must be submitted for any missing EPR/OPR
 - 11. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact HRO-Remote for template)
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- Use the Wingman concept to proof read application
 - All required documents must be submitted electronically as **ONE** .pdf file to Ms. Kimberly E. Brown NLT 2359 on the advertisement expiration date
 - Include **ONLY** the documents listed above