

***** Applications MUST be emailed to the HRO email ng.ar.ararng.mbx.hro-jobs@mail.mil*****

**DEPARTMENTS OF THE ARMY AND AIR FORCE
ARKANSAS NATIONAL GUARD
HUMAN RESOURCES OFFICE, BLDG 7300
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<http://www.arguard.org/hro/indexhro.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 19-187A

OPENING DATE: 16 September 2019

CLOSING DATE: 30 September 2019

POSITION TITLE: Materials Handler

MILITARY GRADE REQUIREMENTS: Enlisted, Not to Exceed SSgt/E-5

LOCATION: 188th Fighter Wing (FW), Arkansas Air National Guard (AR ANG), Fort Smith, AR

NOMINATING OFFICIAL: MSgt Amanda Stell

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: All members of the Arkansas Air National Guard or those eligible for membership, and eligible for entry into the Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 2S0X1. Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Instruction (AFI) 36-2905. Prior to induction into AGR Program, selectee must meet all required medical standards in AFI 48-123 and AFI 44-170. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th WG, and assigned to a compatible military position in AFSC 2S0X1. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

SUMMARY OF DUTIES: The incumbent receives and processes notice to stock parts and equipment. Assures incoming material matches that of the accompanying documentation. Examines materiel for shortages, overages and obvious damage and coordinates any discrepancies with the Cargo Movement Element. Stores all in-warehouse supply and equipment items. Provides secure storage and handling of classified and sensitive items. Provides proper storage and handling of Electrostatic Discharge Items (ESD) in accordance with applicable technical orders and publications. Determines within the general warehousing plan how to arrange stock within the storage area. Stores items for convenience of handling and ease of movement. Assures stored items are protected from damage, deterioration, and pilferage.

Schedules and maintains an aggressive surveillance inspection program for items in central storage to assure that all assets are ready for issue. Takes necessary action to control deterioration and/or corrosion of items in storage. Assures required tags, labels, and markings are affixed to property to reflect identity, status, and condition. Makes sure that technical data is retained when retagging items. Initiates inputs to add or delete warehouse locations on item records. Conducts periodic validation of warehouse locations. Responsible for the inventory and proper accounting of all in-warehouse assets. Selects items to be issued and/or shipped and transfers them to the Cargo Movement Element for subsequent delivery/shipment. Issues oldest items first when dated item control applies. Assures items requiring special handling (i.e., classified) are receipted for by authorized individuals. Performs special inventories as required. Selects items to be issued and/or shipped and transfers them to the Cargo Movement Element for subsequent delivery/shipment. Issues oldest items first when dated item control applies. Assures items requiring special handling (i.e., classified) are receipted for by authorized individuals. Inspects all classes of property for which the USPFO Accountable Officer has responsibility and/or accountability, including small arms, aircraft parts and components; motor vehicle parts; building and construction materials; special equipment; gasses, chemical, and wood products; packaged petroleum products: machines and communication equipment. Determines that materials are properly identified as to condition, identity, security, classification. Uses a variety of measuring devices, conversion charts to determine moisture factors on lumber and classification factors/special markings on gasses, chemicals and metals. Refers to contract specifications, technical orders, manufacturers' catalogs, stock lists, FEDLOG, and other available guides in identifying material (inspects for deterioration and corrosion of all stocked items and initiates/recommends necessary action). Prepares reports for damaged or deficient condition. Prepares written replies for higher headquarters tasking. Monitors material suspect program to eliminate possible hazards or substandard material. Monitors petroleum/chemical material by regularly checking and inspecting all petroleum and chemical products stored to ensure test dates are within prescribed time frames. Coordinates with responsible agency by telephone, message, or correspondence to determine the serviceability of assets. Ensures all shelf life items are inspected quarterly for serviceability. Coordinates with base Medical Group's Bioenvironmental Health Technician on all hazardous items to ensure all items are identified on the item record. Monitors functional check program by coordinating inputs and routing items to the maintenance/supply liaison to ensure all functional check assets are ready for issue. Identifies and controls required Technical Order Compliance (TCTO), inventory, code and tags material in accordance with TCTO furnished by Maintenance Quality Assurance (QA). Endorses letter back to QA upon completion. Identifies incomplete items. Assigns applicable condition code, affixes tag, initiates requests for component items to restore to serviceable condition. Follows established guidelines in assignment of demilitarization codes for disposal items. Monitors demilitarization, required documentation, and transfer of items to disposal. Downgrades low dollar value property to scrap, prepares documentation and transfers to Cargo Movement Element for disposal for lot processing. Requests special inventory for items found on base. Manages the Precious Metals Recovery Program (PRMP). Assists in formulating policies and procedures to ensure proper management, security, and control of all supplies and equipment in storage. Ensures procedures are written that direct a resource protection survey be accomplished on designated controlled areas within prescribed time frames. Manages unserviceable holding area. Ensures disposition is received in a timely manner. Monitors Material Deficiency Reports (MDR) and Quality Deficiency Reports (QDR) pending disposition. Process turn-ins and Coordinates with Quality Assurance for disposition instructions. Trains all supply personnel requiring an inspector's stamp or those performing inspector duties, by signature. Some training may be accomplished during drill status. Assists in providing bench stock support to customer organizations. Performs other duties as assigned.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: **Applications must be emailed to HRO. The email address for HRO is: ng.ar.ararng.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file, unless prior coordination has been made to submit the application in a different format.** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. "YES"

answers in Part IV of NGB 34-1 (except item 9) must be explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

1. **NGB 34-1** – Application for Active Guard/Reserve (AGR)
2. **Current AF Form 422 within 5 Years** – Physical Profile Serial Report
3. **Current IMR reflecting PHA within 12 Months of closing date of announcement** - Individual Medical Readiness print out
4. **ANG Fitness Assessment Results** – for the past twelve months with passing scores;
5. **RIP** – Report on Individual Personnel
6. **SF 181** – Race and National Origin Identification

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//
MSgt Jason Pierpoint
Human Resources SNCO
AGR Section