

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

MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600
<https://arkansas.nationalguard.mil/Careers/Current-Openings/Air-AGR/>

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 21-181A

OPENING DATE: 19 November 2021

CLOSING DATE: 03 December 2021

POSITION TITLE: Material Management

MILITARY GRADE REQUIREMENTS: Enlisted, not to exceed TSgt/E-6

LOCATION: 188th Wing, Fort Smith, AR, Air National Guard

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 Manual (AFMAN) 36-2905. Prior to induction into AGR Program, selectee must meet all required medical standards in AFI 48-123 and AFI 48-170. **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: Manages, controls, oversees, coordinates and implements the base HAZMAT Pharmacy program and function. Provides day-to-day management and oversight of assigned personnel and monitors daily HAZMAT operations and activities. Reviews computer-generated listings; coordinates office budget requirements; and provides work assignment, guidance, and direction to lower-graded personnel. Coordinates with a variety of functional elements, personnel, and off-base contacts to accomplish assigned mission. Serves as a technical advisor to the Wing Commander regarding the hazardous materials program and issues; and serves as a member of the HAZMAT Planning Team, the Environmental Protection Committee, and as an advisor to the base Safety Counsel. Identifies new HAZMAT and customer requirements. Controls IEX-coded materials, processes and approves customer requests, enrolls new customers, requisitions hazardous materials, performs research, verifies data, etc. Receives, issues, stores, and ships hazardous materials. Determines storage requirements, arrangement of materials, and space utilization required. Uses safe and secure storage and distribution practices to ensure maximum protection of workforce personnel and the environment. Processes approvals, rejects, denials, waivers, or terminations; and provides interchangeable or substitute stock items. Utilizes the Government Purchase Card (GPC) for all local purchase requirements, and performs a monthly reconciliation of all purchases and expenditures. Manages shop excess, performs shelf life inspections, coordinates stock level adjustments, and distributes inventory listings to appropriate users. Develops, replenishes, and monitors stock levels. Maintains listing of partially consumed hazardous materials or "free issue" items. Stocks, inventories, and tracks deployable HAZMAT kits before and after deployments. Maintains accountability of hazardous materials owned by visiting units. Assists in the identification of less hazardous materials. Develops specialized purchase procedures for the purchase of hazardous materials in smaller quantities, to provide short lead time for deliveries, and to reconsider economic order quantities. Coordinates base-wide pick-up and delivery of hazardous materials. Serves as the HAZMAT systems administrator utilizing the Standard Base Supply System (SBSS), Enterprise Supply Solution (ESS), Environmental Management Information System (EMIS), and Enterprise Environmental Safety Occupational Health-Management Information System (EESOH-MIS) to manage and update HAZMAT inventory data. Authorizes exceptions to user authorizations. Monitors and authorizes upgrades to EMIS, HMIS, EESOH-MIS, and/or to the network server. Authorizes access to the HAZMAT tracking system and provides backup to the EMIS or EESOH-MIS database. Researches EESOH-MIS master

library database, and queries the AF HAZ tracking system for MSDS information. Maintains the base Material Safety Data Sheets (MSDS) library and the 3952 database; and obtains required HAZMAT information utilizing the Internet, as required. Trains personnel regarding the use of enhancements to the Depot Maintenance-Hazardous Material Management System and trains personnel regarding HAZMAT communication requirements. Manages the HAZMAT/ODS (Ozone Depletion System) tracking system and records maintenance data as required. Tracks hazardous materials for deployments and redeployments. Develops base regulations and operating instructions and procedures involving hazardous material requirements and processes in accordance with Federal, State, and military regulations, guidelines, and instructions. Advises customers and assigned personnel of specialized or new HAZMAT policies, practices, and requirements. Reviews proposed regulation revisions and submits changes to initiating offices/agencies, as required. Insures that all affected organizations and personnel are aware of new regulations, requirements, or guidelines. Develops and conducts HAZMAT training to managerial, supervisory, and base personnel. Develops lesson plans, course materials and schedules and conducts training. Conducts worksite visits, identifies customer concerns, and determines materials usage. Makes recommendations to improve customer service and provides follow-up as required. Gathers and compiles information for reports to Federal, State, USAF, and/or ANG agencies regarding program status, HAZMAT item status, compliance issues, budget information, etc. Performs other duties as assigned.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: Applications must be one PDF file and emailed to HRO (multiple documents will not be accepted). The email address for HRO is: ng.ar.ararng.mbx.hro-agr-applications@mail.mil Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments for this announcement are as follows:

Both, email subject line and your application must be named: Rank Last name, First name and Announcement Number
Example: TSgt Last name, First name 21-081A

Limit file size to 3 MB (1MB or less is ideal), failure to do so may result in your attachment being stripped from the email or rejected. (Downsize instructions – With PDF open – click file – save as other – reduced size PDF – click OK – click save – click yes)

Documents must be in one PDF file in the order listed below:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure position announcement number and position title are completed. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17). Failure to do so will result in disqualification.
- 2. Current AF Form 422 within 5 Years** – Must be final signed/approved form.
- 3. Current Individual Medical Readiness (IMR)** – Must be no more than 30 days old. All statuses must be current/ready. Official copy must have applicants system generated name/date and reflect a PHA within 12 months of announcement closing date. (Once logged into your IMR – Right Click, print, Adobe PDF). Screen prints will not be accepted.
- 4. (**2 Documents required**) Current ANG Fitness Assessment Results** – Must be no more than 30 days old. Official PDF copy from myFitness database must have applicants system generated name/date on it. Must reflect current passing fitness results within 12 months and fitness history. Screen prints will not be accepted. Covid exemptions will be accepted and must be entered into myFitness, fitness assessment due date must not be expired. **(2 Documents required)** Once logged into myFitness – **Document 1**, right click, select print, save as PDF – **Document 2**, select fitness tracker report - select printable view - right click, select print, destination should read “save as PDF”, select save)
- 5. vMPF RIP** – Must be no more than 30 days old. Print and submit all pages. (vMPF path is - Self Service Actions - Personal Data - Record Review/Update - View/Print All Pages - Right Click, print, Adobe PDF).
- 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.