

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 24-186A

OPENING DATE: 23 Oct 2024

CLOSING DATE: 6 Nov 2024

POSITION TITLE: Fuels Craftsman

MILITARY GRADE REQUIREMENTS: Enlisted, SSgt/E-5 not to exceed TSgt/E-6

LOCATION: 189th Airlift Wing (AW), Little Rock Air Force Base, AR, Air National Guard

NOMINATING OFFICIAL: MSgt Jeremy Monds

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 onboard members of the 189th AW that possess the applicable Air Force Specialty Code (AFSC) or those that meet requirements for entry into AFSC. In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess AFSC 2F0X1 as outlined in the DAFECD. Applicant must meet Physical Fitness Standards as stated in Department of the Air Force Manual (DAFMAN) 36-2905. Selectee must meet the PHA requirements outlined in DAFMAN 48-123 and AFI 48-170 and be current in all Individual Medical Readiness (IMR) requirements in accordance with AFI 10-250. **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 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 Regularly Scheduled Drills (RSDs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189 AW, and assigned to a compatible military position in AFSC 2F0X1.

SUMMARY OF DUTIES: Directs receipt, storage, transfer, and issue operations for petroleum, alternate fuel, and cryogenic products. Forecasts product requirements, places orders for products, and performs product receipt operations. Ensures proper handling and segregation of products received and verifies quantity and quality. Documents discrepancies in product receipt quantities and quality. Isolates off-specification products and takes appropriate actions to correct quality problems. Ensures compliance with all safety and environmental regulations. Manages, maintains, and operates storage and dispensing facilities. Rotates stock to prevent product quality degradation. Ensures an effective operator maintenance program is carried out. Maintains inspection and maintenance records for facilities. Reports facility deficiencies to appropriate maintenance activity. Initiates facility upgrades and construction projects. Inspects and maintains cryogenic storage tanks and support equipment. Operates and maintains cryogenic production plants. Manages, maintains, and operates Fuels Support Equipment (FSE) and Fuels Operational Readiness Capability Equipment (FORCE) used for bare-base operations. Performs technical fuels functions. Operates Fuels Service Center (FSC) to monitor all product movements and ensure timely response to mission requirements. Coordinates refueling requirements with supported agencies and ensures appropriate prioritization of support requirements. Ensures vehicle preventive maintenance program is effective and reliable. Operates mobile and hydrant refueling equipment to dispense products to aircraft and ground support equipment and facilities. Operates cryogenic storage tanks to receive and dispense products. Maintains fuels and cryogenic records. Ensures accuracy of receipt, inventory, and issue documents. Processes computer transactions to

ensure proper billing and payment for all product receipt and issue transactions. Monitors product temperature and handling gains and losses to ensure they are within tolerance. Coordinates gain/loss investigation when acceptable tolerances are exceeded. Compiles data and generates ad hoc and recurring reports. Monitors inventory levels to ensure adequate stocks are on-hand to support peacetime and prepositioned wartime stock requirements. Inputs data into the FuelsManager® Defense (FMD) to ensure accurate accountability. Reconciles information systems to ensure all transactions have processed correctly. Maintains quality control of fuel and cryogenic products. Operates and maintains laboratory test equipment. Collects and analyzes product samples from receipt sources, bulk storage tanks, and dispensing vehicles and equipment. Documents test results in FMD and conducts trend analysis on product quality. Establishes a sample correlation program with the Aerospace Fuels Laboratory to validate the integrity of the base-level analysis procedures. Collects fuel samples from crashed aircraft and submits them to the Aerospace Fuels Laboratory for analysis. Ensures an effective product segregation and recovery program is implemented. Establishes and manages a Quality Control hold program. Oversees unit personnel readiness. Monitors unit manning document and allocates personnel to authorized positions. Participates in mobility planning, submits resources and training system data, and evaluates and approves unit type code (UTC) changes. Reviews and monitors status of JFA/JFD UTCs and provides updates to the Unit Deployment Manager (UDM) and verifies Deliberate and Crisis Action Planning and Execution Segments (DCAPES) and Defense Readiness Reporting System (DRRS) reporting. Assess, inspects, and performs preventive maintenance on the fueling vehicle fleet. Determines the overall mechanical condition of equipment. Corrects deficiencies as required. Analyzes malfunctions, documents deficiencies, conducts maintenance actions, and coordinates additional repairs with the Refueling Maintenance shop. Tests repaired fueling units for proper operation. Verifies proper operation of installed safety devices. Performs scheduled inspections, preventive maintenance, and on-the-spot repairs. Uses technical publications to maintain refueling equipment. Coordinates with Refueling Maintenance and assists with preparing refueling equipment for shipment.

HOW TO APPLY:

DOCUMENTS MUST BE IN ONE PDF IN THE ORDER LISTED BELOW:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure employment announcement number (EOA) and position title are filled in appropriately as defined on this announcement. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17).
- 2. Current AF Form 422** – Must be signed and approved final copy. Form date must be within 5 years. If the AF Form 422 is older than 12 months from the announcement close date, MDG must sign/date and stamp “validated as current”.
- 3. Current Individual Medical Readiness (IMR)** – All statuses must be current/ready. If “not ready” an AF Form 469 is required. Official copy must have applicant’s system generated name/date and reflect a PHA within 12 months of announcement close date. It is required to submit your IMR in the following manner: log into your IMR, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout. Screen prints will not be accepted.
- 4. Current Fitness Tracker Report with history** Must be the Fitness Tracker Report generated by myFITNESS, no other report will be accepted. Log into myFSS/ myFITNESS and select the Fitness Tracker Report and then the Printable View option. The report run date must be no more than 30 days old from announcement closeout. The report run date is in the top right-hand corner of the fitness tracker. Official PDF copy from myFitness database must have applicant’s system generated name/date on it. Must reflect current passing fitness results. Any exemptions on the last fitness test requires an AF Form 469 to be included in the package. Screen prints will not be accepted.
- 5. vMPF RIP** – Submit all pages. Log into vMPF, under Personal Data click Record Review/Update, click View/Print All Pages, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout.
- 6. SF 181** – Race and National Origin Identification.
- 7. AF Form 469** - if applicable.

Print and scan packets or after digitally signing the 34-1, print to PDF and then merge all documents. Once all documents are combined into one PDF, complete a cursory review of the ENTIRE application. Note: A common error that results in most disqualifications is the NGB 34-1 signature is stripped when the PDFs are combined or is stripped in the email system if not saved per the statement above. Failure to do so will result in disqualification.

Limit file size to 3 MB, failure to do so may result in the attachment being stripped from the email or rejected. Downsize instructions – Open PDF, click file, save as other, reduced size PDF, click OK, click save, click yes

FAILURE TO FOLLOW AND PROVIDE THE DOCUMENTS, IN THE REQUIRED MANNER, WILL RESULT IN A DISQUALIFICATION.

E-mail application to both addresses:

ng.ar.ararng.mbx.hro-agr-applications@army.mil

AND

justin.tierney.3@us.af.mil

***** Be advised, applications are not reviewed until after the announcement closes. *****

Email subject line AND your application must be named: Rank Last name, First name and Announcement Number - Current Status. Failure to do so may result in your application not being received.

**Example: TSgt Doe, John 55-555A – Active Duty, or AGR, or Technician, or DSG

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.