

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 21-031
Position Title:	Supply Technician
Date of Announcement:	22 April 2021
Closing Date:	1 May 2021
Duty Location & Unit:	158 th Logistics Readiness Squadron, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	MSgt E/7, 2S071
Period of Tour:	Initial Tour 3 Years
Selecting Official:	SMSgt Steadman ; 802-660-5317, jeffrey.steadman.1@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@mail.mil ; MSgt Sara Lemay; sara.j.lemay.mil@mail.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	On-Board CAT II "Non-Fenced" AGRs Within The Vermont Air National Guard Only.
PCS Authorized:	YES

Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-2503 and ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- With COVID restrictions applicant must have a current passing PT Test from 2019 in order to be appointed into the AGR program, if not, member must complete a new assessment with passing results in order to be on boarded into the AGR program.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program.

Other Pertinent Data:

- Applicants will be assigned to a military position UMD# 10085231, Rank/Military Grade: up to MSgt/E7; AFSC 2S071.
- Applicant must possess 2S071 AFSC in order to be eligible to apply.
- All enlisted ranks eligible to apply.
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of AFI 36-2101 must be met.

Duties and Responsibilities:

- This position is located in Logistics Readiness Squadron, Mission Support Group, Vermont Air National Gurd. The position is the Customer Service Representative performing Flight Service Center (FSC) duties within the Maintenance Support Section. The primary purpose is the point of contact for interfacing with the Global Logistics Support Center (GLSC) on behalf of the maintenance customers. Responsibilities include periodic visits to maintenance work centers; providing

guidance for maintaining bench, operating, and shop stock; and assisting users in resolving any materiel management related problems; managing supply points, time-change, time compliance technical orders, Due-in From Maintenance (DIFM) management, awaiting parts, turn-around, local manufacture, command intensive management items, quality deficiency report programs, and the Air Force Repair Enhancement Program.

- Performs mission capability (MICAP) verification, reports and processes cannibalization actions. Establishes upgrade, downgrade, or cancels MICAP due-outs. Monitors status of items. processes local manufacture (LM) MICAPs and corrects discrepancies identified by the GLSC resulting from MICAP Enterprise Supply Solution (ESS) reconciliation.
- Establishes requirements for customer using automated systems and notifies customer of asset availability. Researches required information to perform item record loads. Processes issues, kills, and rejects management notices, status changes and cancellations.
- Processes Aircraft Document Review (ADR). Processes status inquiries and reconciles aircraft orders.
- Manages the DIFM listing, validates/updates DIFM listing with status by processing required transaction as necessary. Performs DIFM reconciliation with both maintenance and supply customers to ensure verification of current status and asset location. Updates DIFM monitor appointment letters. Processes DIFM turn-in (TIN) and turn-around (TRN).
- Manages the Supply Point program. Performs coordination with the customer service support element to ensure requisition objective is adequate. Also, prepares and processes Supply Point issues requests. Conducts physical reconciliation with the Supply Point monitor to verify detail balances, reconcile out of balance conditions as well as ensures all required transactions have been processed. Conducts Supply Point inventories, researches and reconciles discrepancies.
- Manages the AWP program. Completes required AWP checklist and processes necessary transaction to confirm status. Conducts AWP validation and coordinates with customer to determine status of AWP items. Initiates follow up with item manager for improved status as well as requests for disposition instructions for end item when AWP parts are not available. Sources for AWP lateral support. Joint coordination between the LRS and GLSC will be accomplished when reviewing the AWP Cross-Cannibalization management listing to determine possible AWP cross-reference cannibalization action.
- Maintains Tail Number Bin (TNB) and Due-Out Release (DOR) point.
- Reviews Two-Level Maintenance (2LM) metrics listing and takes appropriate action to improve repair cycle time. Reviews repair cycle data list and identifies critical items at which coordination is conducted with maintenance to ensure critical items are turned in at the prescribed time frame.
- Establish, maintain and delete bench stocks in coordination with supported activities. Review on-hand balance and process replenishment actions. Upon coordination and agreement, the customer may assume the responsibilities for binning, inventory, etc. (Refer to Support Agreement Procedures for support of tenant activities). Schedules and conducts bench stock reviews with the organizations.
- During periods of manpower constraints may be required to pull and deliver parts from various storage points.
- Attends daily/monthly meetings with maintenance. Performs reject management and working management listings.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Instructions for Applying:

- Interested applicants will submit documents with the attached AGR Application Checklist. Applications without all required supporting documents will not be considered. Applications received after 1600 of the closing date will not be considered. Please do not submit applications in binders, portfolios or stapled together.
- All mailed Applications need to be **postmarked by the closing date** or they **will not** be considered.
- Applications must be hand-carried or sent via US Postal Service, Federal Express, UPS to the address below.
- Emailed applications are not authorized and **will not** be accepted.
- **Members deployed OCONUS in support of Contingency Operation may email application to sara.j.lemav.mil@mail.mil .**

Submit Applications (with attached checklist) to:

**Human Resources Office
Staffing Section
789 Vermont National Guard Road
Colchester, VT 05446-3099**

Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the "Human Goals" of the Department of Defense.

TITLE 32 AGR APPLICATION CHECKLIST

*****INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____ SSN: _____
Contact Phone #: _____ Email: _____

Current Status: TRADITIONAL / FTNG-ADOS / AGR / TECH / OTHER (CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature)
2. _____ Personal Resume
3. _____ Report of Individual Fitness w/passing score (within 1 year of closing date)
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print)
6. _____ DD Form 214 (If Applicable)
7. _____ Last 3 Officer Performance Reports (OPR's) or Enlisted Performance Reports (EPR's) (any that you have available)
8. _____ Letter of Recommendation(s) (If Applicable)
9. _____ Other additional documentation (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade) (If Applicable)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE.**

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