

**AMENDED**

**Nationwide Job Opportunity ANG Active Guard/Reserve AGR Vacancy**

**STATE OF WYOMING MILITARY DEPARTMENT  
Human Resource Office – AGR Branch  
5410 Bishop Boulevard  
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Supervisory Supply Technician**  
Announcement No: **17-A350**  
Opening Date: **29 June 2017**  
Closing Date: **14 August 2017**  
Max Grade Authorized: **E-7**  
Min Grade Authorized: **E-6 (Immediately Promotable)**  
Duty SSI/MOS/AFSC: **2S071 (See Eligibility Requirements)**  
Security Clearance: **SECRET**  
Unit/Duty Location: **153 Logistics Readiness Squadron**  
Female Asg Elig: **Open**  
Nominating Official: **Lt Col Bret Trippel, 153 LRS Commander**  
Selecting Official: **MSgt Brian Devine, 153 LRS**  
**Eligibility:** **Open to current WY ANG members and those eligible to become WY ANG members**

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file folders, binders, etc. Applications will not be returned. Applications must be legibly completed, MUST be signed and dated, and must contain the following documents at a minimum.

**Position: 09915661L**

**F2HB-412000**

**AGR Position: 304129**

Submit applications to:	WY-HRO-AGR Points of Contact:
<b>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</b>	SGT Lorien Mele (307) 772-5127 TSgt Greg Rotert (307) 772-5261 CW3 Nathan Galloway (307) 772-5220 E-Mail: <a href="mailto:ng.wy.wyarng.list.org-jobs@mail.mil">ng.wy.wyarng.list.org-jobs@mail.mil</a>

\_\_\_\_\_ **Cover letter**

\_\_\_\_\_ **Current Resume**

\_\_\_\_\_ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

\_\_\_\_\_ **Last 3 EPRs/OPRs:** If three EPRs/OPRs are not available, the Airman must include at least one Letter of Recommendation or Performance from the military command.

\_\_\_\_\_ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

\_\_\_\_\_ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*

\_\_\_\_\_ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession.

\_\_\_\_\_ **SF 181**, Ethnicity and Race Identification

\_\_\_\_\_ **Administrative Grade Reduction (if applicable):** Applicant's military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

\_\_\_\_\_ **Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.**

## 6. INITIAL ELIGIBILITY REQUIREMENTS

### **- Must currently possess a 2S071**

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
- **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
- **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
- Must not have been previously separated for cause from active duty.

## 7. SPECIAL REQUIREMENTS

- Selected Applicant must possess or be able to obtain a SECRET clearance within one year from date of selection. Failure to obtain and/or maintain a secret clearance will result in separation as an AGR.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

## 8. POSITION DESCRIPTION

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron (LRS), Asset Management Section of the Materiel Management Flight. The primary purpose is to direct the performance of all warehousing operations (Central Storage, HAZMAT Pharmacy, Aircraft Parts Store (RSP), Individual Protective Equipment, and Individual Equipment Elements). The position has direct technical supervision over Materials Handlers and administrative supervision over the HAZMAT Specialist.

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Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods, and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, and information on staffing needs and recommendations as the scheduling of projected work.

Work Direction: Assigns tasks to be performed. Explains work requirements, methods and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problems areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and material is available when needed. Coordinates work with other flights.

Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Resolves informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., Equal Employment Opportunity and Labor Management Relations. Promotes the participation of subordinates in programs such as the Suggestion Program, Cost Reduction Program, etc. and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.

Performs the non-supervisory work of the function as needed. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

Supervises subordinates, develops and implements plans and work schedules. Assigns work to subordinates based on priorities, requirements, position management considerations, and with regard to individual capabilities. Prioritizes assignments to meet mission requirements. Provides instruction to employees on both work and administrative matters; reviews work accomplished for timeliness and accuracy; develops performance standards/plans; appraises performance within Air Force Guidelines and time-frames

Will perform all other duties as assigned.