

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT AGR-AIR FY16-031

31 March 2016

POSITION: Materiel Management Craftsman, DAFSC 2S071, POSNR 0960073, (ILO Logistics Management Specialist, GS-09) 154th Logistics Readiness Squadron (C50RF2K1), Hawaii Air National Guard. (To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year tour length.

LOCATION: 154 LRS, JBPHH

CLOSING DATE: 2 May 2016

RECRUITMENT AREA: Present enlisted members SSgt (E-5) to MSgt (E-7) of the US Air Force within the State of Hawaii. **(See NOTES TO APPLICANTS)**

SUMMARY OF DUTIES: Manages materiel management activities and systems involved in requirements determination, inventory control, and receipt, storage and issues of supplies and equipment. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, identification and receipt of property. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock. Develops methods and improves procedures for storing property. Plans use of storage facilities. Receipts, stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer. Plans and schedules materiel storage and distribution activities. Processes information retrievals using supply system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes supply computer products. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network

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traffic through use of the Supply Interface System. Ensures database integrity and makes necessary corrections.

Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System (SBSS). Monitors systems processing and corrects processing errors. Monitors supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Mega centers, to identify and correct problems. Develops database retrieval scripts for materiel management support analyses. Operates motor vehicles and assorted material handling equipment.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD), located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Retraining is authorized to fill this duty position. All applicants must possess at least one of the following upon submitting application: Accounting/Finance Degree, 1 year experience in Accounting/Finance, holds AFSC 6F0X1 or any Logistics AFSC, or 1 year Resource Advisor experience. All applicants must meet the requirements to cross train into AFSC 2S0X1.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES

<http://dod.hawaii.gov/hro/agr-resources/>