

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

JOB VACANCY ANNOUNCEMENT FY18-043 AGR-AIR

6 July 2018

POSITION: Materiel Management Craftsman, DAFSC 2S071, Position Number 0960088, FAC 42M100, 154th Logistics Readiness Squadron (LRS), Hawaii Air National Guard, Hawaii (HIANG).  
(To establish a List of Eligible)

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

LOCATION: Joint Base Pearl Harbor-Hickam, Hawaii

CLOSING DATE: 3 August 2018

RECRUITMENT AREA: Present enlisted members MSgt (E-7) and TSgt (E-6) promotable to MSgt (E-7) of the U.S. Armed Forces Nationwide.

**SUMMARY OF DUTIES:** Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification 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. 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 materiel management 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 materiel management computer products. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database

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integrity and makes necessary corrections. Controls and operates the Remote Processing Station (RPS). Monitors systems processing and corrects processing errors. Monitors

materiel management traffic through use of the Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems. Develops database retrieval scripts for materiel management support analyses. Operates motor vehicles and assorted materiel 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. Cross-training is not authorized. Must have a minimum 2S071 skill level.

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

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