

VACANCY ANNOUNCEMENT  
***MERIT PLACEMENT AND PROMOTION OPPORTUNITIES***

Human Resource Office  
North Dakota Army National Guard  
P.O. Box 5511  
Bismarck, ND 58506-5511

Human Resource Office  
North Dakota Air National Guard  
119th WING/HR  
1400 32nd Ave North  
Fargo, ND 58102-1051

**Announcement Number:** ANG 13-12

**Application accepted from:** 6 February 2013                      **thru close of business on:** 22 February 2013

**Position Title & Grade:** Materiel Management Craftsman, Max Grade TSgt

**Position No:** 1010338    **Location of Position:** 119 LRS, Fargo, ND

**Salary Range:** Active Duty Pay                                      **Earliest Fill Date:** ASAP

**Interviewing Supervisor:** MSgt Jeff Triplett, Materiel Management NCOIC

---

<b>Appointment Factors:</b>	AGR	ENLISTED	PERMANENT	NON- SUPERVISORY
-----------------------------	-----	----------	-----------	---------------------

---

**Area of Consideration:**  
NDANG full time personnel currently assigned to FAC 4120000.

---

**Compatibility:** 2S0X1

**INDIVIDUAL MUST CURRENTLY BE ASSIGNED TO THIS CAREER FIELD TO BE CONSIDERED FOR THIS POSITION. COMPATIBILITY REQUIREMENTS MUST BE MET OR A SPECIFIC PLAN BE DEVELOPED UPON SELECTION.**

---

**Brief Description of Duties:**

Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Monitors and operates the Standard Base Supply System (SBSS) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to SBSS processes, accountable officer, responsible officer, and responsible person obligations.

---

**SEE REVERSE FOR QUALIFICATION REQUIREMENTS AND INSTRUCTIONS FOR APPLICATION**

## **DUTIES AND RESPONSIBILITIES:**

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 inventories and ensures timely correction of discrepancies. Inspects and identifies property. Develops methods and improves procedures for storing property. Coordinates with maintenance activities on repairable component actions. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Plans and schedules materiel storage and distribution activities. Processes information retrievals using supply system databases. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. 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. Develops database retrieval scripts for materiel management support analyses. Operates motor vehicles and assorted materiel handling equipment.

## **SPECIALIZED EXPERIENCE:**

Knowledge is mandatory of basic mathematics, supply policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), material handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

**AGR MEMBERS ENTERING ON FULL TIME MILITARY DUTY (ORDERS WHICH ARE 3 OR MORE YEARS) MUST BE MEDICALLY QUALIFIED IAW AFI 48-123 & THE NGB/SGP CONSOLIDATED MEMORANDUM. INDIVIDUALS MUST HAVE A CURRENT PHYSICAL AND DENTAL EXAMINATION WITHIN TWELVE (12) MONTHS PRIOR TO ENTRY DATE, HIV TEST WITHIN THE LAST SIX (6) MONTHS, AND CARDIAC RISK INDEX ASSESSMENT FOR PERSONNEL AGE 40 OR OLDER. AGR ACCESSIONS ARE MEDICALLY APPROVED BY THE NORTH DAKOTA STATE AIR SURGEON; THOSE MEMBERS ON WWD WAIVER CONSIDERATION MUST BE APPROVED BY THE NGB/SGPA OFFICE.**

### **1. HOW TO APPLY:**

- a. Submit a complete NGB Form 34-1 dated 5 Nov 2010, Application For Active Guard/Reserve (AGR) Position.
- b. Submit a Report of Individual Person (RIP) from vMPF.
- c. Submit the most recent Report of Individual Fitness from the Air Force Fitness Management System (AFFMS).
- d. You may attach any documentation you feel is necessary or that will enhance your possibilities for selection.
- e. Applications must be submitted to the Human Resource Office (HRO) to arrive NO LATER THAN the closing date. HR commercial telephone: BISMARCK (701) 333-3365 or FARGO (701) 451-2267.

**2. EQUAL OPPORTUNITY:** The North Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age, national origin, sex, political affiliation, membership or non-membership in employee organization or any other non-merit factor.