



NORTH CAROLINA AIR NATIONAL GUAF AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY AFSC: TITLE: Supervisory Supply Specialist PD: D1947000 AFSC: 2SXXX PSN #: 009912641L	RANK/GRADE: Must be E-7 NTE E-8	<input type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY <input checked="" type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #: ANG-AGR 2016-18
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UNIT, LOCATION, POC:
 145 LRS, Charlotte, NC
POC: 1st Lt Tim Huneycutt timothy.s.huneycutt.mil@mail.mil
 704.391.4332 DSN: 231.4332

OPENS: 11 October 2016 **CLOSES:** 10 November 2016

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Position provides technical and administrative supervision to subordinate personnel directly and through subordinate supervisors. Establishes priorities based on attainment of goals, objectives and work to be accomplished. Establishes policies and procedures based on objectives. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities, difficulty, and requirements of the assignment. Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears and resolves complaints from employees, referring grievances and more serious unresolved complaints to a higher-level supervisor or manager. Effects minor disciplinary measures such as warnings or reprimands and recommends other action in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed developmental training. Approves and/or disapproves leave requests. Implements, promotes, and effectively supports equal opportunity for all personnel and follows provisions of labor agreements and applicable directives pertaining to personnel management. Develops goals and objectives that integrate organizational and Material Management Flight objectives. Plans and develops work assignments, priorities and training required to effectively meet organization and customer needs. Provides subordinate supervisors with direction and advice regarding training, policies, procedures, and guidelines. Establishes metrics and reviews performance indicators to assess the efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources and balances organization needs with overall mission requirements and resource interests. Reviews the work and management techniques of subordinate supervisors. Directs self-assessment activities of subordinate supervisors/functions. Establishes, develops, and maintains effective working relationships with other flights, supported organizations, and higher headquarters. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and to resolve significant and/or potential problems. Ensures subordinate functions provide customer guidance and training. Identifies the need for, and participates in special projects and initiates milestones and goals. Evaluates, analyzes and responds to reports. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues impacting supporting organizations. Plans and directs all Asset Management Section, Maintenance Support Section, and Customer Support Section functions to provide all logistical support required by the wing and supported organizations. Ensures operating procedures and controls are in place. Oversees, coordinates and implements peacetime and contingency procedures for the accounting, monitoring, storage, reporting and movement of assets critical to maintaining the highest state of readiness. Performs other duties as assigned.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of basic mathematics, materiel management 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 (issue and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting systems, logistics principles and interactions(materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Applicants for E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1

of ANGI 36-2101.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECED.
Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.
- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Scan all documents and submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.