



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: General Supply Specialist D1958000 PSN #: 0079573734	RANK/GRADE: NTE MSgt/E-7	<input type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY <input checked="" type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #: ANG-AGR 2017-03
---	--	---	---

UNIT, LOCATION, POC:

145 LRS, Charlotte, NC 28208

POC: Lt Col Lisa Kirk lisa.kirk1.mil@mail.mil

704. 391-4132 DSN: 231-4132

OPENS: 24 January 2017

CLOSES: 24 February 2017

JOB DESCRIPTION: Serves as the Resource Advisor for the LRS. Prepares and manages the operating budget for squadron cost centers. Manages the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level. Develops and maintains trend analysis for stock fund operations and formulates long and short-range projections. Is a member of the Financial Working Group (FWG) and a technical advisor to the Financial Management Board (FMB) and base organizations on the problems affecting the stock fund and Operation & Maintenance (O&M) budget as well as supply and equipment financial management. Briefs upper level supervisors and managers in the interpretation of supply/financial management data reports. Coordinates the preparation and submission of the initial and revised stock fund budget call with the GLSC. Analyzes financial transactions to detect errors and initiates corrective action. Coordinates with the GLSC funds manager for the approval of free issue, forced credit turn-ins, and adjusted stock level requests. Serves as the approval level authority for all inventory adjustments affecting the General Support Division stock fund. Coordinates with the GLSC/SMAG for all adjustments affecting the Material Support Division stock fund. Ensures supporting documentation is attached and certification/approval signatures are obtained on the original Consolidated Inventory Adjustment Document Register (M10) and forwarded to the Customer Support Liaison Element within 30 days of completion. Analyzes and forecasts financial data to the Wing Finance function, Financial Management Board, and Maintenance Group regarding impact of Stock Number User Directory (SNUD) price changes that affect obligations. Initiates reverse post actions as required. Reviews and certifies organization cost center records. Maintains and monitors files and listings associated with organization effectiveness and corrects data to ensure accurate calculations of future year funding and flying hour program. Scrutinizes the operations of all Logistics Readiness Squadron functions by conducting internal surveillances. Conducts an exit briefing to discuss identified deficiencies and resolve differences of opinion. Provides a detailed written report of inspection to include procedural clarification to eliminate non-compliance. Drafts replies and provides follow-up for inspection, audit or staff reports. Advises management of compliance and/or procedural changes by squadron or supported activities. Monitors higher headquarters special interest items and establishes special interest items at base level to correct local identified problems. Maintains last two years of inspection, audit, staff assistance, and surveillance and analysis reports. Reviews the effectiveness of the reject program. Provides management oversight of Document Control processes. Reviews and/or directs the review of all USAF data system design center program releases for impact on supply operations for required procedural actions. Ensures that all flights, elements, and supported activities are notified of changes within their scope of responsibility. Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during surveillances or staff assistance visits. Performs analysis on current or potential problems identified by flight management. Compares supply performance and maintenance interface data with prescribed standards to identify the effectiveness of supply support. Performs in-depth research and special analyses and makes appropriate recommendations for improvement. Facilitates corrective measures when specific actions are required by other elements. Serves as the point of contact for all customer problems unresolved at flight level. Utilizes computer software programs, spreadsheets, databases and graphics to collect, organize, analyze, display, and/or brief management information to customers and/or squadron management staff. Monitors inventory losses by analyses of inventory discrepancies, adjustments, and trends to ensure the integrity of the base resources management system. Develops, coordinates, and publishes local supplements and makes recommendations to assist in the development of major command (MAJCOM) supplements to Air Force (AF) manuals and instructions applying to the Standard Base Supply System (SBSS). Drafts and finalizes operating instructions, which include but are not limited to, alert plans, duty hour, and designation of delivery locations. Recommends changes to higher headquarters when standard procedures are inadequate or erroneous. Documents findings for problems that cannot be resolved and forwards compiled data to higher echelons for study and resolution. Receives incoming shipment discrepancy reports and evaluates and performs analyses

on incoming and outgoing reports to ensure the effectiveness of the Supply Discrepancy Report (SDR) program. Plans, develops and conducts on-the-job training as required. 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 of the Standard Base Supply System, its programs and procedures and of a wide range of commonly applied supply functional principles, concepts and program operations to apply judgment, perform analysis, provide service and resolve problems. Knowledge and skill to analyze supply/budget reports to measure progress in meeting stock fund objectives, both local and major command. Knowledge of Air Force Stock Fund, to include a detailed knowledge of Funds Management procedures and practices. Ability to analyze stratification reports to measure progress in meeting objectives; to assemble and prepare statistical data depicting trends; to identify problems and take or recommend appropriate corrective actions; and to independently select and apply appropriate procedures.

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.

Application Packages must include the following:

- (1) NGB Form 34-1
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPF)
- (4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECD.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: 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: usaf.nc.145-msg.mbx.full-time-applications@mail.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.