

Nationwide Job Opportunity ANG Active Guard/Reserve AGR Vacancy

**STATE OF WYOMING MILITARY DEPARTMENT
Human Resource Office – AGR Branch
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Supervisory Supply Technician**
Announcement No: **17-A304**
Opening Date: **18 October 2016**
Closing Date: **01 November 2016**
Max Grade Authorized: **E-8**
Min Grade Authorized: **E-7**
Duty SSI/MOS/AFSC: **2S091**
Security Clearance: **SECRET**
Aptitude Area Scores: **Minimum score of 41 in the Administrative area or
44 in the General area of the ASVAB**
Unit/Duty Location: 153 LRS, Cheyenne, WY
Female Asg Elig: **Open**
Nominating Official: **Col Shelley Campbell**
Selecting Official: **Lt Col Matthew Gallegos**
**Eligibility: Open to current WY ANG members and those
eligible to become WY ANG members**

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file folders, binders, etc. Applications will not be returned. Applications must be legibly completed, **MUST** be signed and dated, and must contain the following documents at a minimum.

Position: 09915841L

F2HB-412000

AGR Position: 581984

Submit applications to:	WY-HRO-AGR Points of Contact:
Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320	SGT Lorien Mele (307) 772-5127 SSG Katie Upton (307) 772-5227 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarng.list.org-jobs@mail.mil

_____ **Cover letter**

_____ **Current Resume**

_____ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

_____ **Last 3 EPRs/OPRs:** If less than 5, submit all available evaluations. Applicants not requiring EPR/OPR submit a letter of recommendation from your military supervisor.

_____ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

_____ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*

_____ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession.

_____ **SF 181**, Ethnicity and Race Identification

_____ **Administrative Grade Reduction (if applicable):** Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

6. INITIAL ELIGIBILITY REQUIREMENTS

- Must possess 2S0X1 to be eligible to apply for this position.

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
- Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/ compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
- **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
- Must not have been previously separated for cause from active duty.

7. SPECIAL REQUIREMENTS

- Selected Applicant must possess or be able to obtain a **SECRET** clearance within one year from date of selection. Failure to obtain and/or maintain a secret clearance will result in separation as an AGR.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

8. POSITION DESCRIPTION

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron (LRS), Materiel Management Flight. The primary purpose is to direct the performance of the Asset Management Section, Maintenance Support Section, and Customer Support Section to include the management, direction and supervision of assigned employees.

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

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accounting, monitoring, storage, reporting and movement of assets critical to maintaining the highest state of readiness.

Performs other duties as assigned.