OPENING DATE: 15 April 2020
CLOSING DATE: 29 April 2020
RANK/GRADE: TSgt/E-6

POSITION TITLE: General Supply Specialist
AFSC: 2S0X1

DUTY LOCATION: 210th Engineering Installation Squadron, Saint Paul, MN

SELECTING OFFICIAL: Capt Joseph Girtz, Commercial: 612-713-2150 or DSN: 783-2150

WHO MAY APPLY: ENLISTED (AMN/E2 to TSgt/E6) are eligible to apply. Any AFSC may apply but willing to obtain 2S0X1 within one year of selection. Higher grades may apply; however, may take an administrative reduction in rank if selected. The military grade of the supervisor must equal or exceed the grade of personnel supervised. For Merit Announcements, eligibility is limited to personnel currently assigned to the 133rd Airlift Wing, Minnesota Air National Guard who are serving permanent Active Guard/Reserve (AGR) tours. Members must remain in the position to which initially assigned for a minimum of 24 months. Waivers may be approved in exceptional circumstances by TAG.

REMARKS: Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Member selected will not be accessed until incumbent vacates position. Promotion to TSgt/E-6 and MSGt/E-7 is subject to eligibility and a valid UMD position. The UMD currently supports up to TSgt/E-6 and may require a reduction in rank.

DUTIES AND RESPONSIBILITIES: 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. Evaluates unexpected fluctuations or trends in statistics, resolves discrepancies, and makes recommendations for change when problems are identified that adversely affect operations. 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). 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. 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. Scrutinizes the operations of all Logistics Readiness Squadron functions by conducting internal surveillances. Develops and maintains a schedule for regular and/or periodic surveillance visits to all elements. Researches and develops checklists, and exercises internal management controls within the LRS. Conducts an exit briefing to discuss identified deficiencies and resolve differences of opinion. Plans, develops, and conducts on-the-job training (OJT) as required. Performs other duties as assigned.

HOW TO APPLY: Applicants must forward the forms listed below to the Human Resource Office no later than the Closing Date indicated above. E-mail applications to ng.mn.mnarng.mbx.assets-hro@mail.mil. Subject line must read “20-355 Last Name”. Please scan packet in as a SINGLE pdf file. If the file is too large to send in one email, subject line must end in 1 of 2, 2 of 2 (example – 20-355 Smith, 1 of 2). Attachments will be labeled with the same naming convention as the subject line. For questions, please email ng.mn.mnarng.mbx.assets-hro@mail.mil.

REQUIRED: Complete page 2 of this announcement
Attach a copy of your most current RIP/Multi-page Duty History from vMPF
Two most recent EPRs
Report of Individual Fitness (AFFMS) (AFFMS one page summary)
MEMORANDUM FOR NGMN-PEH

Date: __________________________

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 20-355, General Supply Specialist

1. I request consideration for the above vacancy.
2. Copies of my most recent RIP and last two EPRs are attached.
3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Duty Position/AFSC</th>
<th>Dates of Employment</th>
<th>Supervisor</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. I am qualified in the following AFSCs:

5. Highest civilian education completed: ____________________________

6. Most recent physical: Date ____________________________

7. Where I can be contacted at: Home Phone ________________ Work ________________

8. Home Address: __________________________________________

9. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law? (If yes attach a separate sheet fully explaining)

10. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 9? (If yes attach a separate sheet fully explaining)

11. Additional comments (you may include personal references):

   Signature: ________________________________________________

   Name, Rank: ______________________________________________

   Position Title: ____________________________________________

FORWARD APPLICATION TO:   ng.mn.mnarnm.mbx.assets-hro@mail.mil

The Minnesota Department of Military Affairs is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. If you have information or questions regarding this issue, please contact the Equal Employment Manager at 651-282-4472.