



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-054-ANG

POSITION INFORMATION

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| Position: | Supply Systems Analyst | Grade: | Up to E-8/SMSGt (TSgt and below would go into an E-6 position, MSgt and above would go into an E-8 position) |
| Location: | 141 LRS Fairchild AFB, WA | AFSC: | 2S0X1 |
| Opening Date: | 14 July 2016 | Closing Date: | 12 August 2016 |

WHO CAN APPLY

All **current AGR members** of the Washington Air National Guard. This position is also being offered as a Technician position. See Technician Vacancy Announcement # WAAF 16-115 at USA Jobs for application instructions.

*Hiring of current AGR member is dependent on approval of MCR.

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- At minimum, must possess 2S051
- If applying for E-8 position, must have Senior Noncommissioned Officer Academy completed
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

Provides troubleshooting and assistance to personnel in analyzing and resolving operational program problems through the application of automated supply systems. Plans, coordinates, monitors, and administers the operation, security, and maintenance of computer systems. Acts as the primary source of expertise on matters regarding automated systems. Plans the introduction of new hardware and computer programs. Applies downward and lateral directed technology enhancing computer support and managing analytical data. Interfaces with ANG personnel and on-base computer managers for support on hardware and software to report and correct discrepancies. Acts as Enterprise Solution Supply (ESS) administrator. Loads and maintains database in hand held terminals and performs general administrative functions. Coordinates with COS management and others when computer support is lost. Works with the GLSC to restore support as soon as possible. Serves as the primary Client Support Administrator (CSA) for LRS. Monitors the use of all computer systems. Assures conformity with USAF, MAJCOM, Defense Information Security Agency, and ANG regulations/instructions on the use, maintenance, and security of computer systems. Receives, evaluates, and processes requests for supply Automated Data Processing (ADP) management products including standardized listings. Performs other duties as assigned.



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ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- Practical knowledge of a wide range of supply management programs, functions, concepts, and work processes; and a broad understanding of interrelated activities involving the supply process; to apply judgment, analysis, provide customer services, and resolve problems
- Broad knowledge of operations and automated system is required to assist managers and specialist in managing programs
- Knowledge of computer hardware and software applications to assist supply specialists in enhancing supply support to base customers, resolve operational problems, and sustain support when mainframe computer sources are not available
- Knowledge of computer technology/methodology. Serves as the primary computer expert and point of contact for interfaced systems. Uses such knowledge to program problems and develop alternative processing methods to maintain essential support while programs are being corrected
- Knowledge of computer security risks and protective measures to protect the integrity of automated databases
- Knowledge of analytical methods and problem solving techniques

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) (*only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) **NO BINDERS OR BOUND DOCUMENTS**

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL

***When emailing applications, please put the announcement number and last name in the subject line.**

***If possible, email application as one attachment in the order listed above.**



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Applications can also be mailed to:

141 FSSF/DPC
5 W. BONG STREET
FAIRCHILD AFB, WA 99011

OR

HUMAN RESOURCES OFFICE /AGR
ATTN: MSGT LORIE MOORE
33 41ST DIVISION WAY, BLDG 33
CAMP MURRAY, WA 98430

Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO.** Applications not received by HRO by the closing date will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact for general AGR announcements:
MSgt Lorie Moore, AGR Manager for Air (253) 512-8347