

**POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
194TH MEDICAL GROUP
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # FY-20-38**

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
194th Medical Group	08 Sept 2020	09 Oct 2020	0106480934
POSITION TITLE, GRADE, AFSC, FACILITY:			
Medical Material Superintendent, SMSgt, 4A191			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
<ul style="list-style-type: none"> Must be a Master Sergeant meeting all requirements for promotion to Senior Master Sergeant. Must have SNCOA completed. Must exhibit exceptional integrity and leadership qualities, while exemplifying the Core Values of the Air Force and the Air National Guard. Must demonstrate the ability to speak distinctly, have strong writing skills and experience counseling personnel. Must possess and maintain a SECRET security clearance or higher. 			
AREA OF CONSIDERATION:			
All members of the Air National Guard and those eligible for enlistment in the Washington Air National Guard.			
WORKING CONDITIONS:			
Must be able to meet the travel and mission requirements of the 194 MDG and this position, as well as performing additional planning days required by the Commander. Member is expected to attend all RSDs and Annual Training to include potential wing deployment commitments.			
SUMMARY OF DUTIES:			
<p>Performs and manages administrative functions. Requisitions, receives and maintains medical materiel publication files. Provides information to using activities on issues, schedules, and related matters. Performs, organizes, and monitors medical materiel management functions. Prepares and validates computer input data to establish, revise, and maintain master records. Determines requirements for and maintains records on war reserve materiel and other special programs. Initiates and manages the requisitioning, receipt, storage, issue and turn in of medical materiel. Ensures proper supply flow under various issue methods. Establishes and monitors a quality control program. Ensures effective internal controls for processing property documents and maintaining accountable records. Determines and evaluates action taken to establish stock control levels and inventory control. Conducts inventories. Processes, maintains and monitors requests for services and rentals. Coordinates internal operations with the medical equipment maintenance activity. Monitors coordination of support by base activities. Performs and supervises periodic maintenance on computer systems. Ensures proper scheduling of all computer processing, and processes required programs.</p>			
OTHER REQUIREMENTS:			
<ul style="list-style-type: none"> Operates and supervises the base medical equipment management office and non-medical materiel support. Validates and coordinates equipment requests. Monitors expense and investment equipment fund programs. Ensures in-use equipment asset inventories are accomplished and necessary corrective actions and documentation is taken. Provides and monitors non-medical supply and equipmentsupport. 			

SPECIALIZED EXPERIENCE: N/A**INFORMATION**

1. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

INSTRUCTIONS TO APPLICANTS**APPLICATION SUBMISSION REQUIREMENTS:**

1. Resume cover letter
2. Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, a brief recap of duties, and security clearance)
3. Current Report of Individual Person (RIP from vMPF)
4. Current Report of Individual Fitness
5. Letter(s) of Recommendation (Optional)
6. Applications sent via email must be in the form of one PDF attachment

EMAIL RESUME TO:

CMSgt Carlos Garcia
carlos.garcia.14@us.af.mil

Applications must be received NLT 1700
on closing date.

OR SEND TO:

194 MDG
Attn: CMSgt Carlos Garcia
109 Engineer Drive
Camp Muirray, WA 98430

Applications must be received NLT 1700 on
closing date.

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.