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| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** | |
| **NEW YORK AIR NATIONAL GUARD**  **174TH ATTACK WING**  **6001 EAST MOLLOY ROAD**  **SYRACUSE, NEW YORK 13211-7099** | **ANNOUNCEMENT #:** FY 23-20 |
| **DATE: 3 Mach 2023** |
| **CLOSING DATE: April 2, 2023** |
| **UNIT: 174th Logistics Readiness Squadron** | **AFSC: 2S000**  **RANK:** CMSgt |
| **POSITION TITLE:**  Materiel Management Senior Enlisted Leader | **AREA OF CONSIDERATION: NATIONWIDE**  SMSgt ready for immediate promotion  Must be willing to cross-train to a 2SXXX AFSC  **Anyone Eligible To Join The New York Air National Guard** |
| **SPECIALTY SUMMARY**  Directs materiel management activities involved in developing, operating, implementing, and analyzing, manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning, and warehousing functions. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations  Qualification in and possession of AFSC 2S071. Also, experience is mandatory managing functions such as computing.  stock control levels; receiving, storing, and issuing property. | |
| **DUTIES AND RESPONSIBILITIES**  1. Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.  2. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations  involved in storage inspection, and identification of property.  3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.  4. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.  5. Develops methods and improves procedures for storing property. Plans use of storage facilities. Stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items.  6. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.  7. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper  accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer.  8. Plans and schedules materiel storage and distribution activities.  9. Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products. | |
| Continued:  10. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database integrity and makes necessary corrections.  11. Controls and operates the Remote Processing Station (RPS).  13. Develops database retrieval scripts for materiel management support analyses.  14. Operates motor vehicles and assorted materiel handling equipment | |
| **CLEARANCE**  Secret, as a minimum.  (SEE REVERSED) | |
| **APPLICATION PROCEDURES:**  Packages must be received no later than close of business on vacancy announcement closing date. Incomplete packages will not be considered. **Applicants will prepare and submit an application package to include all of the following:**   * Cover Letter * Resume * vMPF Record Review * Air Force Fitness Management System Individual Report | |

**APPLICATION SUBMISSION:**

Email packages as either a single PDF or PDF Portfolio.

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Please contact Ms. Elizabeth Marsden (315-233-2108) with any questions.