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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 24-021** |
| **DATE: 30 April 2024** |
| **CLOSING DATE: UNTIL FILLED** |
| **UNIT: Logistics Readiness Squadron** | **AFSC:** 2S071  **RANK:** TSgt |
| **POSITION TITLE:**  Materiel Management | **AREA OF CONSIDERATION: NATIONWIDE**  All members who meet the qualifications for these positions  **Anyone Eligible To Join The 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 system 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. | |
| **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 requirements, 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 storying 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, enable 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. Serves as the base equipment review and authorization activity and manages base-level equipment items.  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.  10. Acts as subject matter expert to the commander on the operation of materiel management system 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).  12. Monitors systems processing and corrects processing errors. Monitors materiel management traffic through use of Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs, and the servicing Defense Mega centers, to identify and correct problems.  13. Develops database retrieval scripts for materiel management supply analyses.  14. Operates motor vehicles and assorted materiel handling equipment. | |
| **CLEARANCE**  Secret, as a minimum.  (SEE REVERSED) | |
| **INQUIRIES ABOUT POSITIONS**  **Please Contact the Recruiting Office @ 315-233-2159 / 315-807-9433 For Qualification and Eligibility Questions.** | |