



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD  
33 STATE HOUSE STATION  
AUGUSTA, ME 04333-0033

19 February 2016

**ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #16-023  
TITLE 32 USC SEC 502 (f)**

Also advertised under TPVA 16-023

**POSITION:** Supervisory General Supply Specialist

**LOCATION:** 101st Logistics Readiness Squadron, Bangor, Maine 04401

**GRADE:** CMSgt (E9)

**SALARY:** Full military pay and allowances, depending upon military grade and longevity of the applicant selected

**CLOSING DATE:** 7 March 2016

**AREA OF CONSIDERATION:** This position is open to permanently assigned, on board AGRs in the Maine Air National Guard the rank of SMSgt – CMSgt who are qualified, or who can become qualified in AFSC 2SXXX.

**MILITARY ASSIGNMENT:** Selected applicants will be assigned to the 101<sup>st</sup> Logistics Readiness Squadron, Bangor, ME.

**ELIGIBILITY REQUIREMENT:** AGR applicants will:

- a. Have served at least 12 months in their current assignments unless TAG waives this requirement.
- b. Possess a military grade that is greater than the positions of the airmen he/she would supervise.

**HOW TO APPLY:**

- a. MeSPM Form 35-03 (Application for ANG Full-Time Military Duty Assignment). ***Email applications are preferred.*** The forms and job announcements may be found on the MENG web site at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the “Jobs” link. Select the “AGR” link to get a blank AGR application form.

- b. **Current Report of Individual Person (RIP) and most recent Report of Individual Fitness**

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**c. Current Resume**

-Please submit your application one of the following three ways:

- 1) Via Email to: ng.me.mearng.list.hro-agr-br@mail.mil You will receive an email acknowledgement. A single file PDF is preferred.**
- 2) Via a non-government fax to HRO-AGR Office at 207-626-4246 or**
- 3) Deliver in person or send by U.S. Mail to:**

**Department of Defense, Veterans & Emergency Management  
ATTN: MENG- HRO-AGR  
Camp Keyes, Augusta, ME 04333-0033**

**\*\*NOT LATER THAN THE CLOSING DATE\*\***

**Applications received after the closing date or incomplete applications will NOT be considered.** The use of government property, such as envelopes, postage or facsimile machines, to submit applications is prohibited. MENG-HRO-AGR may receive facsimiles sent from non-government facsimile machines. Email or the inter-office distribution system may be used (where no expense is incurred by the government). Be accurate and thorough on the MeSPM Form 35-03 as this is used to determine your qualifications. IT IS THE AIRMEN'S RESPONSIBILITY TO ENSURE THIER APPLICATION IS COMPLETE.

**DUTIES AND RESPONSIBILITIES:** See Attached

**APPOINTMENT:** This position will be filled by qualified applicant as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

////////SIGNED/////////  
CHRISTOPHER A. MERRILL  
CW4, MEARNG  
AGR Manager

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a. INTRODUCTION:

This position is located in the Operations Compliance Function, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The primary purpose of this position is to direct the development, coordination, and implementation of procedural changes; to direct the performance of management analysis and compliance for the activities under the jurisdiction of the Logistics Readiness Squadron Commander; direct the squadron readiness and training programs, and to direct resource management and systems management in support of unit mission. Position is responsible for the management, direction, and supervision of employees.

b. DUTIES:

(1) Develops goals and objectives that integrate organizational, supply, transportation and fuels objectives. Establishes, reviews, and revises policies, procedures, mission objectives, and organization design for the staff, as necessary, to eliminate work problems or barriers to mission accomplishment. Promotes team building, implements quality improvements, and responds to concerns with regulatory compliance and/or customer requirements. The incumbent provides technical and administrative supervision to subordinate personnel. Incumbent establishes priorities based on attainment of goals, objectives and work to be accomplished. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities and the difficulty and requirements of the assignment. Interviews candidates for positions in the flight; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. The incumbent assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears and resolves complaints from employees, referring grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed development and training. Approves and/or disapproves leave requests. Implements, promotes, and effectively supports equal opportunity for all personnel and follows provisions of labor agreements and applicable directives pertaining to personnel management. Promotes acceptance and adherence of special emphasis programs. Maintains an effective position management program.

(2) Delegates responsibility and authority to subordinates. Provides advice, counsel, and instruction on work and administrative matters. Provides guidance and policy direction in supply and equipment support for all assigned units. Develops plans, programs, and policies for the operation, management, and administration of current and projected organizational programs. Provides guidance in establishing local procedures and/or control not specifically provided for by higher headquarters to include developing and publishing major command options to USAF manuals and regulations. Directs development of local supplements and operating instructions and updates as required. Responsible for the implementation of supply computer operations and

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programs. Establishes, develops and maintains effective working relationships with other flights, supported organizations, and higher headquarters. Advises the Logistics Readiness Squadron Commander on available resources of personnel, equipment and funds to maintain maximum mission effectiveness.

(3) Assists in formulating policies, concepts, and procedures to ensure that an effective LRS operation is maintained using personnel, equipment, and funding to support the mission. Directs the internal surveillance program to scrutinize the operations of all Logistics Readiness Squadron functions to ensure compliance. Obtains, studies, and analyzes programming work assignment and workload documents. Monitors and reviews the monthly inventory document for excessive gains/losses and initiates appropriate action as required.

(4) Provides management oversight of the Logistics Readiness Squadron training program to ensure the effectiveness of the squadron enlisted on-the-job-training programs. Responsible for the oversight of squadron readiness and ensures reporting accuracy for logistical inputs for the Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), and Air Expeditionary Force (AEF) Readiness Tool (ART) reports.

(5) Maintain a working knowledge of functional manpower requirements and documents, manning levels, and work with respective flight leadership to address staffing concerns.

(5) Ensures coordination with the Global Logistics Support Center and Major Command (MAJCOM) funds managers on the preparation and submission of the General Support Division operating budget. Complies with policy and procedures in the management of stock funds. Analyzes appropriate supply reports and financial data to provide the Logistics Readiness Squadron Commander with reports of actual stock fund operations as compared to what was programmed and budgeted. Advises the Logistics Readiness Squadron Commander on the status of operations and maintenance (O & M) and stock fund availability. Functions as an advisor to unit commanders, customers, and Financial Management in the interpretation and use of data produced by the Standard Base Supply System (SBSS) for management and budget purposes.

(6) Develops and implements plans and methods to ensure optimum logistical support for financial operating programs within O & M and Stock Fund. Establishes controls for suppression of requisitioning action to operate within reduced commitment or obligation ceilings. Coordinates with funds managers on disparities or funding deficiencies.

(6) Performs other duties as assigned.