



DEPARTMENT OF THE AIR FORCE STATE OF MISSISSIPPI



ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT # 24-0404nat

OPENING DATE: 5 April 2024 CLOSING DATE: 30 April 2024

Position Title: Fuels

Unit/Duty Location: ANG CRTC, Gulfport, MS

Min Grade: SrA/E4

Max Grade: TSgt/E6

UMD Position AFSC: 2F071

Security Clearance: SECRET

PULHES: 1,1,1,1,2,1

ASVAB Requirements: M:52 and E:61

Area(s) of Consideration: (1) Members of the MS National Guard (Statewide) and (2) any applicant that can become a member of the MS Air National Guard (Nationwide)

Special Note: This FULL TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32 and United States Code.

Specialty Summary: Responsible for the Air Force's global petroleum and cryogenic product stocks. Executes quality analysis, controls, and remedies for all Class III Energy commodities. Operates, receives, stores, and issues petroleum, cryogenics, and alternative energy products using state of the art specialized fueling equipment, vehicles, storage facilities, hydrant systems, and other tactical support equipment. Fuels personnel demonstrate a high degree of skill in the forms of operational assessments, building tactical source solution plans, employ modernized fueling concepts, execute budgeting, bulk requisitioning, daily accounting, product receipt, inventory control, document sales to provide fuel and cryogenic logistical support. Provides oversight for the direct movement of petroleum and cryogenic while applying digital fluency concepts and modalities to connect CLIII capabilities to requirements by collecting, extracting, conducting feasibility analysis, and interpreting logistics data from information systems and plans to determine supportability and execution required to maintain peacetime and wartime inventory levels. Trained to support and provide power to every weapon system in the Air Force Arsenal. Conducts agile Fuels operations in austere conditions using night vision with aircraft engines running to ensure constant projection of lethal firepower for contested logistics environments. Fuels Airmen earn commercial industry equivalent certifications on petroleum standards, driving and uses training models to assure mission execution. Assess environmental protection, safety, compliance, and energy conservation. Performs maintenance on all related equipment, facilities, vehicles, and testing tools used for Energy applications. Related DoD Occupational Subgroup: 182100

Duties and Responsibilities: Directs receipt, storage, transfer, and issue operations for petroleum, alternate fuel, and cryogenic products. Forecasts product requirements, places orders for products, and performs product receipt operations. Ensures proper handling and segregation of products received and verifies quantity and quality. Documents discrepancies in product receipt quantities and quality. Isolates off-specification products and takes appropriate actions to correct quality problems. Ensures compliance with all safety and environmental regulations. Manages, maintains, and operates storage and dispensing facilities. Rotates stock to prevent product quality degradation. Ensures an effective operator maintenance program is carried out. Maintains inspection and maintenance records for facilities. Reports facility deficiencies to appropriate maintenance activity. Initiates facility

upgrades and construction projects. Inspects and maintains cryogenic storage tanks and support equipment. Operates and maintains cryogenic production plants. Manages, maintains, and operates Fuels Support Equipment (FSE) and Fuels Operational Readiness Capability Equipment (FORCE) used for bare-base operations. Performs technical fuels functions. Operates Fuels Service Center (FSC) to monitor all product movements and ensure timely response to mission requirements. Coordinates refueling requirements with supported agencies and ensures appropriate prioritization of support requirements. Ensures vehicle preventive maintenance program is effective and reliable. Operates mobile and hydrant refueling equipment to dispense products to aircraft and ground support equipment and facilities. Operates cryogenic storage tanks to receive and dispense products. Maintains fuels and cryogenic records. Ensures accuracy of receipt, inventory, and issue documents. Processes computer transactions to ensure proper billing and payment for all product receipt and issue transactions. Monitors product temperature and handling gains and losses to ensure they are within tolerance. Coordinates gain/loss investigation when acceptable tolerances are exceeded. Compiles data and generates ad hoc and recurring reports. Monitors inventory levels to ensure adequate stocks are on-hand to support peacetime and prepositioned wartime stock requirements. Inputs data into the Fuels Manager® Defense (FMD) to ensure accurate accountability. Reconciles information systems to ensure all transactions have processed correctly. Maintains quality control of fuel and cryogenic products. Operates and maintains laboratory test equipment. Collects and analyzes product samples from receipt sources, bulk storage tanks, and dispensing vehicles and equipment. Documents test results in FMD and conducts trend analysis on product quality. Establishes a sample correlation program with the Aerospace Fuels Laboratory to validate the integrity of the base-level analysis procedures. Collects fuel samples from crashed aircraft and submits them to the Aerospace Fuels Laboratory for analysis. Ensures an effective product segregation and recovery program is implemented. Establishes and manages a Quality Control hold program. Oversees unit personnel readiness. Monitors unit manning document and allocates personnel to authorized positions. Participates in mobility planning, submits resources and training system data, and evaluates and approves unit type code (UTC) changes. Reviews and monitors status of JFA/JFD UTCs and provides updates to the Unit Deployment Manager (UDM) and verifies Deliberate and Crisis Action Planning and Execution Segments (DCAPES) and Defense Readiness Reporting System (DRRS) reporting. Assess, inspects, and performs preventive maintenance on the fueling vehicle fleet. Determines the overall mechanical condition of equipment. Corrects deficiencies as required. Analyzes malfunctions, documents deficiencies, conducts maintenance actions, and coordinates additional repairs with the Refueling Maintenance shop. Tests repaired fueling units for proper operation. Verifies proper operation of installed safety devices. Performs scheduled inspections, preventive maintenance, and on-the-spot repairs. Uses technical publications to maintain refueling equipment. Coordinates with Refueling Maintenance and assists with preparing refueling equipment for shipment.

Performs other duties as assigned.

Length of Tour: IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years and constitutes the Probationary Period. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

Initial Tour will be 3 years

Appointment: The publication of AGR orders by HRO will be the official appointment into the Mississippi Air National Guard AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

Minimum Qualification Requirements:

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905. (Note: Your full name must be printed on the official copy)
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are not eligible for entry into the AGR Program.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Submit AF Form 422 validated by your medical personnel, current within 12 months.

4. An applicant on a medical profile may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
5. Must meet any Special Requirements outlined in the AFECD/AFOCD.
6. Failure to maintain a security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. Enlisted applicant's military grade cannot exceed the maximum UMD military grade authorized. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.2, the intent of the AGR program is to access AFSC qualified individuals. However, any applicant selected that does not possess the AFSC, must sign an agreement to retrain to include the statement in paragraph 5.2.1.1 of ANGI 36-101. Failure to meet and maintain training requirements will result in removal from the AGR program.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. IAW ANGI 36-101, paragraph 5.10, applicants should be able to attain 20 years of Total Active Federal Military Service (TAFMS) in the AGR career program. Waiver authority of this requirement is The Adjutant General (TAG). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
12. IAW ANGI 36-101, paragraph 6.6.1, members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
14. Eligibility/Mandatory requirements for the AFSC(s) advertised are located in the current AFECD/AFOCD.
15. ASVAB requirements must be met prior to submitting application. Any application received not meeting ASVAB requirements will be disqualified.

Bonus/Incentive Recipients: If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the Mississippi Air National Guard. **Contact your RETENTION OFFICE MANAGER.**

Equal Opportunity: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status. The management of AGRs will be free of discrimination IAW ANGI 36-7, ANG Military Equal Opportunity Program.

Application Submission Instructions: Submit all forms in their entirety. Additional documents such as resumes, may be included but are not required. **Be advised that applications are not reviewed until after the announcement closes. HRO does not notify members of missing or erroneous information. Incomplete applications will be disqualified.**

Minimum required documents to be submitted (in this order):

Air Force Applicants:

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **AF Form 422** - Must be obtained from your Medical Group. Must be dated within last 12 months
3. **Physical Fitness Report** - Fitness Tracker Report from myFITNESS or current system of record for physical fitness- Official printout from current physical fitness database showing a current, passing score of 75 or higher. Official copy must have your name printed on it. The Air Force Physical Fitness Assessment Scorecard is NOT an acceptable substitution

4. **Records Review (aka RIP)** - Virtual Military Personnel Flight (vMPF) version is preferred but the MilPDS version is acceptable. Print and submit all pages (Do not send a Career Data Brief or PCARS as they do not provide all of the required information to validate qualifications)
5. **College Transcripts** (only when listed as required)
6. **Other Documents** - Resume', special training certificates, etc.

Army Applicants (may apply to un-restricted announcements only):

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **IMR Record** - Most recent Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The PHA date on the IMR must be dated within the last 15 months to be valid
3. **DA Form 3349** - Physical Profile (if applicable)
4. **DA Form 705** - Army Physical Fitness Test Scorecard
5. **Soldier Record Brief (SRB)**
6. **REDD Report** (enlisted only) - can be obtained through recruiters
7. **College Transcripts** (only when listed as required)
8. **Other Documents** - Resume', special training certificates, etc.

Applications must be sent electronically via GEARS 6.0 and must be received before 2359 hours on the closing date of the announcement to be processed. Any missing required documents will result in disqualification. Submittals of any missing required documents after the closing date will **NOT** be accepted.

GEARS is an automated packet/document routing and tracking system built on a SharePoint platform that implements global management of business processes. It provides both pre-built and custom user-defined workflow. GEARS can be located via the AF Portal by typing GEARS in the AF Portal Search Engine or by copying and pasting the link below into your web browser.

***New GEARS 6.0 website - <https://gears.army.mil/dashboard>

Step 1: Scan and save **all** application documents as **one (1)** .pdf file (do not send individual pdf files)

Step 2: Save file as: **Announcement # LastName FirstName** (ie. 20-1201 Doe John)

Step 3: Log into GEARS 6.0 - <https://gears.army.mil/dashboard>

Step 4: Select the **Create a Packet** (located in the upper right header information)

Step 5: In the **Packet Name** field, enter your file name (ie. 20-1201_Doe_John)

Step 6: For **Organization**, click "Choose", then select applicable organizations to find your unit, ensure "Make this my default organization" is checked, click "Submit". (For MS ANG members: select US Air Force, Air National Guard; for MS ARNG members: select US Army, Army National Guard)

Step 7: For **Packet Type**, click "Choose", then select the "Hiring Actions" icon.

Step 8: Select the blue **Save Draft icon** at the bottom of the screen

Step 9: On the left-hand side under **Discussion/Instructions**, type in Application (required field)

Step 10: Scroll down and enter **Deadline** date (date announcement closes)

Step 11: Under **Packet Files**, click Supporting. Navigate to your saved file and double click the file to be uploaded. If the file is uploaded successfully, you will see the file listed under Support Files.

Step 12: At the top, middle of the page, click on **Enter Assignee**

Step 13: Type my last name: **Hammarstrom**, then click on my name when it appears

Step 14: Under **Action Requested**, select Concur/Nonconcur

Step 15: Click **Save Draft** at the bottom of the screen

Step 16: The **Save Draft** should change to **Submit Packet**, if not, click **Save Draft** again, then **Submit Packet**

Step 17: Log out of GEARS 6.0

**The GEARS platform is not intended to be used for long term storage of files. All applications received through GEARS 6.0 will be downloaded to the HRO network as they are received and deleted from GEARS. Once received, all*

application documents to include selection documentation become the property of HRO and will not be released to any applicant for any reason.

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Be sure to allow yourself enough submission time.

****Applications may be submitted by email ONLY if the GEARS platform is malfunctioning.**

Questions and concerns can be addressed to:

AGR Manager - Air: CMSgt David W. Hammarstrom

DSN: 293-6195 Commercial: 601-313-6195

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