



IOWA NATIONAL GUARD  
TEMPORARY EMPLOYMENT



CURRENT JOB ANNOUNCEMENTS

**Application Process:** To apply for Temporary Technician Employment you must email your resume to the POC. Specific questions to the position may also be directed to the POC.

Position Title	# Of Positions	Location
Supply Technician	1	AASF 2, Waterloo, Iowa

**Position Title**

**POC Name/Location**

**POC Email & Phone Number**

**Supply Technician**

GS-2005-07

PD# D0915000

1LT James M. Huerta

AASF 2, Waterloo, IA

1 Position Open

james.m.huerta.mil@army.mil

515-331-5520

Date Open: 05 December, 2024

Close Date: Until Filled

**Minimum Military Grade: E1/W01**

**Maximum Military Grade: E8/CW5**

**Summary of Duties:**

Responsible for all phases of DLR and CLIX repair/repairable items procurement and returns program. Forecasts, justifies, prepares, submits, and administers the annual DLR budget request. Responsible to acquire needed DLR and CLIX repair parts. Verifies availability and orders DLR parts as needed. Determines proper fund coding, prepares requisitions and forwards to source of supply. Insures part availability, receives part, stores, prepares Material Release Order (MRO), and forwards part to maintenance shops. Recovers damaged/unserviceable part, initiates turn-in procedure, prepares for shipment, packages and ships to depot, Aviation Classification Repair Army Depot (AVCRAD), or other appropriate activity. Maintains Document Control Register and ship-out log. Verifies that appropriate activity has received returned part. Reviews budget reports to insure returned funds are properly credited to DLR account. Incumbent establishes coordination and networking with other civilian and military agencies, for the purpose of acquiring required items and supplies. Those agencies include AVCRAD, Aviation Missile Command (AMCOM), Item Managers, civilian contract vendors, etc.

Assists/performs the Property Book operations in the area of inventory and storage management, and equipment coordination. Ensures the property book sections periodically perform a visual inventory of all items. Maintains property book accountability utilizing an automated or manual supply accounting system. Establishes hand receipt files and maintains accountability by the use of hand receipt listings. Assures that all authorized property is on hand or has been requisitioned. Coordinates the assignment and transfer of inventory. Schedules, directs and conducts periodic inspections, to insure stock items are serviceable, properly stored, accounted for and maintained.

Analyzes supply transactions or provides customer service for urgent critical shortage items and items requiring special handling when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents; extracts requests to other sources of supply or refers them to inventory control point when stock is unavailable or cannot be shipped.

Within funding limitations determines stock replenishment levels for centrally controlled items. Assures that supplies and monies are not wasted through excess accumulation.

Establishes procedures for management of calibration, testing of TMDE, and monitors tool room operations, to

include accounting for, issuing and replacing tools.

May oversee subordinates, when organization and workload does not support a full time supervisor, that are performing material and resource tracking (i.e., DLR, CLIX, and related budgets), special TDME/tool transactions and hazardous material accountability.

Performs other duties as assigned.

**\*\*Resume to supervisor must demonstrate**

1-year specialized experience equivalent to at least the next lower grade. Knowledge of governing supply regulations, policies, procedures, and instructions applicable to the specific assignment. Experience conducting searches for required information; reconstruct records for supply transactions; and/or provide supply operations support for activities involving specialized or unique supplies, equipment, and parts. Experience performing various aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to segments in one or more major areas of supply management. Experience which required person-to-person contacts to convey information and ability to compile reports, letters, memoranda, etc.

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