

# Arkansas Army National Guard

## Announcement for Active Guard Reserve (AGR)

### Position Vacancy Announcement

#### SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

<b>Position Title:</b> Assistant Supply NCO	<b>Position Number:</b> 19-182A	<b>Open Date:</b> 12 September 2019 <b>Close Date:</b> 25 September 2019
<b>MOS/Branch of Position:</b> 92Y	<b>Position PULHES:</b> 222222	<b>Enlisted: MINIMUM SPC/E-4</b> <b>Not to Exceed SGT/E-5</b>
<b>HRO Point of Contact</b>		<b>Duty Location</b>
Human Resource Office Telephone#: (501) 212-4201		233 <sup>RD</sup> RTI Camp Robinson

#### SECTION II: Area of Consideration

(1) Priority Placement Roster; (2) Lateral (Military Occupational Specialty (MOS) or MOS's listed Onboard AGR only) submit lateral request; (3) AGR Promotion List; (4) Onboard AGR members of the Arkansas Army National Guard (AR ARNG) who possess the required MOS; (5) Members of the Arkansas Army National Guard (AR ARNG) who are able to obtain required MOS; (6) Those eligible to become members of the Arkansas Army National Guard (AR ARNG), who possess or are able to obtain required MOS.

**SECTION III: Qualification Requirements** (Upon selection for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment.)

**Note: Onboard AGRs must have completed 18 months in current assignment**

- **Lateral:** Must be an onboard, current AGR member of the AR ARNG, possess MOS 92Y and be a SGT/5.
- **Onboard Non-MOSQ and New Hire:** Must be in a minimum grade of SPC/E4 and be eligible to become qualified within one year in MOS 92Y. Must possess a minimum aptitude CL score of 90.
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 222222. Soldiers with a numerical indicator of P3 or P4 in any profile factor (PULHES) must have been determined fit for duty and world- wide deployable by a Medical Review Board. Soldiers with outstanding medical issues (temporary profiles) are not qualified for entry into the AGR Program. Physical demands rating of heavy. OPAT -Moderate
- **Other Requirements:** Upon selection, must complete mandatory Full-Time Support (FTS) training at the Professional Education Center (PEC) within 6 months of assignment if applicable. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position.

#### SECTION IV: Placement Factors

Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Must meet the requirements of Army Regulation (AR) 600-9 (height/weight). Must meet the requirements of Chapter 3 as per AR 40-501, for accession into the AGR program. Must meet the requirements of Chapter 2, AR 135-18 and Physical Fitness Test In Accordance With (IAW) AR 350-1 prior to appointment. Upon selection, will be assigned to 233<sup>RD</sup> RTI and assigned to a compatible military position in MOS 92Y. Must reside or agree to move within commuting distance of the position. Onboard AGR Soldiers will meet the minimum criteria of National Guard Regulation (NGR) 600-200.

#### SECTION V: Summary Of Duties

Responsible for the routine accomplishment and oversight of all of property accountability and logistics functions, plans, activities, and actions. Responsible to ensure compliance with the command supply discipline program, the command maintenance discipline program, and other command directed inspection programs. Assists in the preparation for and executes additional command level inspections in the area of logistics and maintenance. Schedules and directs the conduct of periodic inspections, inventories and change of hand receipt accounts to assure supplies are serviceable, properly stored, maintained and accounted for as required by competent authority. Advises the Commander of equipment on hand and equipment readiness issues. Makes decisions based on the commander's guidance and intent in the area of property assignments. Provides written procedures and coordinates change of command inventories. Prepares, reviews, and makes recommendations on investigations of incidents involving property loss or damage according to AR 735-5 and AR 710-2-1. Provide quality control and oversight for all company logistical requirements, suspense's, and key events. Advises the command in the area of logistics and property book operations. Oversees and reviews unit level feeder reports. Analyzes and/or prepares the logistics and equipment readiness areas of the USR and organizational readiness reports. Reviews, analyzes, and provides recommendations relative to current and future MTOE and/or force structure changes to determine the impact on organizational equipment authorizations. Keeps current on and ensures the implementation of policy statements, regulations and directives concerning logistics and property accountability activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. May assist in the establishment and operation of the Administrative and Logistics Operations Center (ALOC). Assist in the development and implementation of tactical and garrison standard operating procedures for logistics. Ensure SOPs are up to date and published to subordinate units. Coordinates with the state level headquarters and subordinate units of the organization on the lateral transfer and/or turn in of excess property. This includes analyzing the proposed transfer/turn in actions and its impact on readiness. Coordinates and conducts annual supply reconciliations with the state level headquarters for all elements of the organization. Reviews expendable and durable property backorder reconciliations. Conducts a quarterly backorder reconciliation of non-expendable property. Establishes quality control procedures and oversees the edit of property management source documentation. Ensures documents are accurate and properly input into automated systems including Global Combat Support System-Army (GCSS-Army), Central Clothing Distribution Fund (CCDF), Central Issue Facility-Installation Support Module (CIF-ISM), and associated logistics information systems. Establishes administrative procedures and oversees the flow of documents and reports to assure complete, accurate, and timely submission of data. Reviews and analyzes listings and reports produced by the automated system. Resolves problems on error listings and provides guidance to subordinate organizations. Performs continuing analysis of the property accounting and equipment status reporting system to assure data provided is complete, accurate and timely. May provide guidance and management for all decentralized logistics funds. These may include secondary stock funds, office supply accounts, transportation funding, and various classes of supply. Assists with the management, filing, and documentation of the government purchase card program. Ensures the physical security of sensitive items and AA&E according to the requirements directed in the AR 190-11 and AR 190-51. Perform other duties as assigned.

**SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: [ng.ar.ararng.mbx.hro-jobs@mail.mil](mailto:ng.ar.ararng.mbx.hro-jobs@mail.mil). E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained on a separate attachment. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given.

**Submit the following required attachments to the NGB 34-1 in the order listed below**

1. **NGB 34-1- Application for Active Guard/Reserve (AGR) Position. NGB 34-1 must be signed in original ink/digital signature.**
2. **MEDPROS Individual Medical Readiness (IMR) Report** within the last 12 months.
  - \* Soldiers with any type of permanent profile must include a current copy of their **DA Form 3349**. Ht/Wt must be listed on either the IMR or DA 705, or both.
3. **DA Form 705, APFT Scorecard** (must be within 12 months). Ht/Wt must be listed on either the IMR or DA 705, or both.
4. **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females).**
  - \* If your weight on any document you submit with your application exceeds the screening table weight allowed in accordance with Army Regulation 600-9 you must include a Body Fat Content Worksheet.
5. **Enlisted Records Brief (ERB)/Officer Records Brief DA Form 4037 (ORB)**
  - \* If ERB does not include ASVAB scores, you must also attach **DD Form 1966/1 or other record of ASVAB scores/course completion.**
6. **Last three (3) current NCOERS and/or OERs, (E-5 and above only).**
  - \* Missing reports should be explained utilizing a memorandum for record to address due or overdue reports not filed in in the Soldiers IPERMS account. (Due or Overdue is determined by the date on our last OER/NCOER).
7. **Retirement Points Accounting Statement (RPAS) Statement (Within last 30 days).**
8. **SF 181, Race and National Origin Identification**

**Equal Opportunity**

The Arkansas Army National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.