

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)

Position Title: Supply NCO	Position Number: 19-241A	Open Date: 7 November 2019 Close Date: 6 December 2019
MOS/Branch of Position: 92Y	Position PULHES: 222222	Enlisted Not to Exceed SFC/E-7
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		HQ Recruiting and Retention Camp Robinson, Arkansas

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;

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 a current onboard AGR member of the AR ARNG, possess Military Occupational Specialty (MOS) 92Y and minimum grade of SFC/E-7.
- **Onboard Non-MOSQ ONLY:** Must be in a minimum grade of SSG/E-6. Must possess or be able to obtain MOS 92Y.
- **Medical Qualifications:** 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.
- **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. **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.**

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 TDY purposes. Must meet the requirements of AR 600-9 (height/weight). Must meet the requirements of chapter 3 in lieu of chapter 2, as per AR 40-501, for accession into the AGR program. Must meet the requirements of Chapter 2, (except as noted above) NGR 600-5 prior to appointment. Upon selection, will be assigned to a compatible military position in **HQ Recruiting and Retention, MOS 92Y**. Must reside or agree to move within commuting distance of **North Little Rock, AR**. Onboard AGR soldiers will meet the minimum criteria of NGR 600-200. POSSIBLE 3-YEAR ASSIGNMENT AS A RECRUITING AND RETENTION NCO DURING SELECTEE'S CAREER.

SECTION V: Summary Of Duties

The incumbent serves as the full time **BN SUPPLY NCO**. Manages all GSA's for Recruiting and Retention Command and reports to National Guard Bureau. Manages the command's procurement of Class I, II, IV, VII, and VIII supplies. Monitors reviews, and proofs Equipment On Hand and Equipment Readiness portions of all subordinate Unit Status Reports. Monitors, reviews, and audits subordinate units Food Service Program and records as well as provide management assistance to each unit's Annual Subsistence Plan. Manages food service Cash Meal Payment books/sheets and submission of collections. Monitors and review subordinate unit's transportation requirements and requests. Completes Master Driver Course to assist subordinate units. Assists in each unit's submission of Automated Unit Equipment List (AUEL) reports. Monitors and reviews each subordinate unit's equipment listing for accuracy as related to Property Book/Hand Receipt requirements. Monitors subordinate unit's Test, Measurement and Diagnostic Equipment (TMDE) program. Operates GCSS-Army and automated hand receipt programs. Identify and extracts data from web-based applications applicable to logistics. Coordinate and provide oversight of logistical Unit Status Report (USR) requirements of subordinate units. Develops Standard Operating Procedures (SOPs) and checklists related to logistics. Responsible for coordinating the unit's AOAP. Serves as the BN's UECO. Supervises and monitors bulk fuel reports, and tactical fuel card. Responsible for maintaining BN supply records IAW 25-400-2. Monitors the BN's STAMIS equipment. Coordinates the BN's Command Supply Discipline Program. Supervises Central Clothing Distribution Facility program Provides technical assistance to subordinate units as required. Serves as GPC Cardholder. Operates TAMIS for ammunition requests and turn in. Coordinates RFMSS requests for buildings for subordinate units. Maintains SharePoint sites for the battalion and updates SharePoint sites for the Brigade. Performs 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. 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.