

Arkansas National Guard

Announcement for Army 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: Culinary/Readiness/Supply NCO	Position Number: 23-014A	Open Date: 13 January 2023 Close Date: 28 January 2023
MOS/Branch of Position: 92G/92Y	PULHES: 222222	Maximum Grade: SSG/E-6

Point of Contact	Duty Location
Human Resource Office Telephone#: (501) 212-4201	DCSLOG (G4) Camp Joseph T. Robinson, NLR, AR

SECTION II: Area of Consideration

(1) Priority Placement Roster (2) Lateral AGR Onboard (3) AGR Promotion list in the CMF MOS; (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 or 92G and minimum grade of SSG/E-6.
- **Onboard Non-MOSQ:** Must be in a minimum grade of SGT/E-5. Must possess or be able to obtain MOS 92Y (90 CL on ASVAB) or 92G (85 OF on ASVAB) within 12 months. **Must be able to complete both MOS qualification within 18 months**
- **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 worldwide deployable by a Medical Review Board. Soldiers with outstanding medical issues (temporary profiles) are not qualified for entry into the AGR Program. Must meet the OPAT rating of Significant.
- **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. Desirable: Knowledge of common computer applications (i.e., Microsoft Office, ATTRS, DTMS, DAMPS, DTS, ATN, AFAM and FMSWeb). Must be able to operate military vehicles organic to the organization. Must have working knowledge of Army Training doctrine as outlined in FM 7-0 and FM 7-1. Must possess or be able to obtain a security clearance no lower than secret. If selected SM is 92G, they will be required to attend 92Y Supply Course at PEC within 12 months of hiring action. **If selected SM is 92Y, they will be required to attend the 92G conversion course.**

SECTION IV: Placement Factors

The AR ARNG is seeking only the best-qualified applicants for this position. The selected applicant's performance will demonstrate a history of exceeding military standards. Selected 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 Arkansas Medical Readiness Detachment and assigned to a compatible military position in PMOS 92G and SMOS 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

Incumbent receives all Food Service support requests and coordinates with Full-Time unit staff to prioritize missions. Monitors mission support capabilities of the Field Feeding Platoon (FFP) on an ongoing basis. Ensures sufficient assets are allocated and available to support the requested headcount. Reviews feeding requests submitted by supported units and determines appropriate resources and supplies required to support the mission. In conjunction with the LMO/State Food Service NCO conducts mission analysis on submitted feeding requests assigning priorities with approval by the State Food Program Manager in order to ensure adequate manning support for each inactive duty training and annual training period. Requests additional Food Service assets as required to support the mission. Responsible for adjusting the scheduled meal menus and sometimes coordination with vendors. Conducts organizational review of supported unit's Army Food Management System (AFMIS) requests prior to submission to state. Responsible for Class I distribution and inventory control functions as well as management of Class I order flow and accounting via AFMIS. Reviews, establishes deadlines, and forwards logistics correspondence and documents. Reviews on-hand levels of equipment; manages equipment excess and shortages; reviews and directs transfer of equipment and ensures continuous coordination of logistical matters with units supported by the Field Feeding Platoon. Serve as the Logistics NCO for day-to-day functions of the coordination of requesting, exchanging, issuing, recovery and turn-in of equipment in accordance with current regulations with supported MSCs. Account for OCIE items hand receipted to the unit for issue to and turn-in from individuals by utilizing CIF-ISM. Request, receive, store and turn in property as required and directed by the Property Book Officer. Request supplies to support the Commander's training and operational objectives by utilizing GCSS-Army. Obtain requested items required for unit operations and program support. Maintain the Commander's Primary Hand Receipt, ZPEA loans to MSCs, sub-hand receipt property to user level and account for all property not sub hand-receipted by utilizing GCSS-Army. Responsible for maintaining directed requirements within the OIP, ICI and Command Supply Discipline Program. Perform the following supply related day-to-day functions: Prepare maintenance requests (work orders) for both scheduled and unscheduled maintenance with supported FMS/CSMS; facilitate the transfer and maintenance of materials and equipment as required from USPFO, TMDE, CSMS, CIF locations. Maintains pertinent regulations, policies and precedents which effect the use of the field feeding platoons and related services (people, money, equipment). Becomes proficient and operates in accordance with Field and Garrison DFAC Inspection checklists. Conducts Field and Garrison DFAC s and additional required inspections. Serves as a voting member on the food management board and the primary technical specialist regarding Field Feeding Platoon and Food Service operations. Reviews and forwards consumption reports. Reviews AT and IDT food service records and issues necessary guidance to logistical and food service personnel. May function as the Government credit card holder for local purchases. Establishes logistical correspondence and filing procedures for the organization. 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-agr-applications@army.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. Missing documents or documents not following the attachment guidelines, listed below, will be disqualified (DQ) and not sent to the hiring official. 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, applicants must meet the 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 and 17) must be explained in the space provided on the NGB 34-1. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given.

ATTACHMENT GUIDELINES- Submit the following documents with the NGB 34-1 in the order listed below. All documents will be in a single scrollable PDF file, not as attachments to the NGB 34-1. Multiple attachments in a single email will cause your application to be DQed. Your application will have the following naming convention: EOA#_Lastname_Firstname.

1. **NGB 34-1-** Application for Active Guard/Reserve (AGR) Position. **NGB 34-1 must be signed in original ink/digital signature. Must utilize most recent version (20131111)**
2. **Letter to the Hiring Official-** This will be used to address any discrepancies within the packet. If a discrepancy is found and not addressed in the letter, the packet will be DQed. If there are no discrepancies, the letter is not needed.
3. **MEDPROS Individual Medical Readiness (IMR) Report** with current PHA date.
 - * Soldiers with any type of permanent profile must include a current copy of their **DA Form 3349**. PHA must not be overdue (within 15 months)
4. **DA Form 705**, APFT Scorecard (must be within 12 months). Ht/Wt must be listed on the DA 705. If you are outside of regulatory standards or HT/WT is not listed, a DA Form 5500-R or 5501-R must be attached.
5. **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.
6. **Enlisted Records Brief (ERB)/Officer Records Brief (ORB)**
 - * If ERB does not include ASVAB scores, you must also attach **DD Form 1966/1 or other record of ASVAB scores/course completion.**
 - * ERB must be pulled within the last 6 months.
7. **Last three (3) current NCOERS and/or OERs, (Selection ERB/ORB).**
 - * Missing reports must be explained utilizing Letter to the Hiring Official to address due or overdue reports not filed in the Soldiers IPERMS account. (Due or Overdue is determined by the date on your last OER/NCOER).
8. **Retirement Points Accounting Statement (RPAS) Statement (Must be within last 30 days of the closing date of the announcement).**
9. **SF 181, Race and National Origin Identification**

Equal Opportunity

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.