

LEADERSHIP SELECTION ANNOUNCEMENT

OPENING DATE: 15 March 2019

CLOSING DATE: 14 April 2019

POSITION TITLE: First Sergeant/Operations NCO

LOCATION: HHC, 39th Infantry Brigade Combat Team, N. Little Rock, AR 72199-9600

**** THIS POSITION IS ONLY OPEN TO ONBOARD AGR SOLDIERS IN
THE RANK OF MSG/1SG ****

AREA OF CONSIDERATION

(1) Current Master Sergeant/First Sergeant (in a Title 32 AGR Status) in the Arkansas Army National Guard who hold the MOS 19D5M and meet all criteria listed in the qualification requirements.

(2) Any current Master Sergeant (in a Title 32 AGR Status) in the Arkansas Army National Guard.

QUALIFICATION REQUIREMENTS

Master Sergeants/First Sergeant: Must possess the MOS 19D50 Must be capable and possess the leadership skills needed to be a First Sergeant. Must be able to successfully serve a minimum of 180 days as a First Sergeant. Must meet height/weight and APFT standards. Must not be flagged for any reason. Must possess a secret security clearance. Military Technicians must verify compatibility with their Technician position through the Human Resources Office. **If selected, Full Time Staff (FTS) must meet Command, Leadership, and Staff Assignment Policy (CLASP) criteria.**

OTHER REQUIREMENTS

Soldier must be available for interview on **19 April 2019**, time to be determined. **Soldier will appear in their Army Service Uniform.** Applicants will be contacted by phone NLT 19 March 2019 to schedule the interview time.

PLACEMENT FACTORS

This position will only consider eligible on board MSG/1SGs due to resource allocations.

SUMMARY OF DUTIES

- a. Assists the commander in planning, coordinating, and supervising all activities that support the unit mission.
- b. Advises the commander on enlisted Soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare

- and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- c. Coordinates unit administration to include submission of required reports, vehicular support, supply, and food service activities.
 - d. Provides counsel and guidance to subordinate personnel
 - e. Assists in inspection of or conduct inspections of unit activities and facilities, observes discrepancies and initiates corrective action.
 - f. Assists the commander in performing the following training related tasks:
 1. Plan, conduct, evaluate, and assess unit training
 2. Ensure that trainers train to a standard
 3. Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.
 4. Plan and execute a battle-focused NCOEP.
 5. Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.
 6. Coordinate school quotas.
 - g. Assist the commander with Unit Strength Maintenance.
 1. Execute the unit strength management plan
 2. Ensure 100% of all required retention interviews take place in a timely manner.
 3. Ensure an effective sponsorship program is implemented and maintained.
 4. Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.
 5. Liaison with the unit RRNCO to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

APPLICATION PACKET DOCUMENTATION

Soldiers should scan and email the following documents to nq.ar.arang.list.enlisted-promotions@mail.mil no later than 1500 hours on the closing date listed on this announcement. The application packet can also be submitted in person at Deputy Chief of Staff for Personnel Office, Building 7202, Camp Robinson, North Little Rock, Arkansas 72199-9600.

INCOMPLETE APPLICATIONS AND SOLDIERS WHO DO NOT MEET THE QUALIFICATION REQUIREMENTS WILL NOT BE CONSIDERED. Soldiers will interview for this position on 22 March 2019. The Enlisted Branch will contact each qualified Soldier to coordinate the time.

- a. ARNG Leadership Selection Board Checklist
- b. Biographical Sketch (NGR 600-200, Figure G-3)
- c. Updated Enlisted Record Brief (ERB) located at <https://arngg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx>
- d. DA 705 (last 4 record APFTs) along with DA Form 3349 (if applicable)
- e. DA 5500-R/5501-R (if applicable)
- f. Weapons Qualification Score Card (within the last 24 months)
- g. NCO Evaluation Reports (DA 2166-8) (last five)
- h. Any documents that are not in your OMPF that you believe will have an impact on your selection.

POC for this announcement is MSG Jessica A. Hughley-Sadler at (501) 212-4497 or jessica.a.hughleysadler.mil@mail.mil