



DEPARTMENT OF THE ARMY
NEBRASKA NATIONAL GUARD
DIRECTORATE OF PERSONNEL ADMINISTRATION
ENLISTED PROMOTION SECTION
2433 NW 24TH STREET LINCOLN, NE 68524

VACANCY ANNOUNCEMENT

Announcement Number: 17-PEMA0-2043

Closing Date: 31 January 2018

Position Title & Unit: MAT CON/ACCTG NCO, A CO 734th BSB, Para 204, Line 03

Location: Kearney, NE

Military Grade Range: PFC/E3-SGT/E5

CPMOS: 92A

Military Requirements: Normal color vision. A physical profile of 222222. Qualifying Scores: A minimum score of 95 in aptitude area CL on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after to 1 July 2004. Additional qualifications for awarding of this MOS can be found in DA Pam 611-21.

Area of Consideration: All eligible members of the Nebraska Army National Guard and individuals who are eligible for Enlistment or transfer into the Nebraska Army National Guard who meet the grade requirements stated in Military Grade Range listed above. In order to be promoted in this position, the Soldier must be on the current STEP list and fully qualified for promotion IAW AR 600-8-19. Soldiers not holding the requisite NCOES for their current grade must agree to complete all NCOES/SSD Requirements within one year of assignment.

General Requirements:

1. Currently assigned in the Nebraska Army National Guard with a rank in the range listed in Military Grade Range.
2. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
3. Meet other requirements as stated in **Military Requirements** above.

Summary of Duties: Ensure that inventory and location surveys are performed in accordance with established procedures. Instruct warehouse personnel in loading, unloading, segregation, palletizing and selection of stock and storage areas. Perform property disposal storage functions. Ensure application of special procedures for handling, storing, packaging and shipping retrograde material. Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommend additions and deletions to authorized stockage list. Maintain accounting records of property disposal activity. Review requests for major and controlled items. Reconcile activity records for monthly and quarterly reporting and status reviews. Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Perform financial management functions. Process output from catalog inquiry program, document modifiers and special cancellation requests. Performs commissary store functions to include stock replenishment, price changes, inventories, security, stock receipt and oversees the constructions of displays. Computes cost of the Basic Daily Food Allowance. Ensures subsistence items stockage objectives are met. Prepares data input and utilizes ADP output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals and stock requirements. Direct correction of location survey discrepancies. Assist unit intermediate maintenance personnel in planning maintenance program. Plans and coordinates subsistence supply activity. Direct corrective action to minimize spoilage, flavor contamination and improper warehouse practices.

Application Instructions: Submit a completed "Traditional NCO Vacancy Application" by e-mail to "ng.ne.nearng.list.g1-epm@mail.mil" with a subject line of "Vacancy Application 17-PEMA0-2043" or in hard copy to the G1 office no later than 1600 hours on the closing date. Electronic applications must be in Acrobat Reader format on one single attachment. The use of official mail to forward employment applications is prohibited. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. DPA is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402)309-8152.