

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NORTHWEST 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-18-021

Closing Date: 21 January 2018

Position Title: Supply Sergeant

Location: HHD, JFHQ, Lincoln, NE

Military Grade Range: Minimum SPC/E4 - Maximum SGT/E5

Military Requirements: Designated MOS for this position is 92Y2O. Selected individual must become MOS qualified within one year from date of selection. Must complete respective Army National Guard Military Logistics Courses at PEC/LTC-027 within 18 months of assignment. Must be able to obtain and maintain a SECRET security clearance. **Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21 for further demand rating and qualifications for initial award of MOS. Failure to review these qualifications may result in the applicant not being eligible for the position.**

Area of Consideration: All Soldiers of the Nebraska Army National Guard in the rank of SPC/E4 and above may submit applications for this position. **AGR's within 24 months of initial tour or 18 months of assignment or reassignment of closing date of this announcement requires a stabilization waiver. Stabilization waiver request must be submitted with application by closing date.**

Qualified applicants will be referred to the selecting official in the following order.

Area 1: Lateral Transfers of on-board AGR personnel (SGT/E5).

Area 2: Select Train Educate Promote List (STEP) of on-board AGR CPMOS qualified (SPC/E4, 92Y).

Area 3: N/A

Area 4: All members of the Nebraska Army National Guard currently holding the rank of SPC/E4 and above. This position is SGT/E5 and a reduction will be required for any selected applicants above the rank/grade SGT/E5 prior to AGR start date.

General Requirements:

1. The ability to develop procedural/regulatory guidance.
2. The ability to communicate effectively both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
4. Experience in consolidating and analyzing data, prioritizing workload, and managing time to meet organizational goals.
5. Knowledge of training, personnel and logistical procedures.

Summary of Duties: Accomplishes the day-to-day supply transactions of the unit and ensures that the unit's property and equipment is receipted for, stored and maintained properly. Requests, receives, issues and accounts for a wide variety of supplies and equipment. Conducts inventories, which requires considerable knowledge of the equipment and components. Ensures that supplies such as rations, ammunitions, and equipment are on hand to support the training mission of the unit. Coordinates maintenance, repair of the unit equipment, prepares reports, and correspondence. Account for and maintain

DA PAM 611-21

10-92Y. MOS 92Y--Unit Supply Specialist (Unit Supply SPC), CMF 92

a. *Major duties.* The unit supply specialist supervises or performs duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment. Duties for MOS 92Y at each level of skill are:

(1) *MOSC 92Y10.* Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment. Operates unit level computers (ULC). Prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons.

(2) *MOSC 92Y20.* Performs duties shown at preceding level of skill and provides technical guidance to junior grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Posts transactions to organizational and installation property books, and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items.

(3) *MOSC 92Y30.* Performs duties shown at preceding level of skill and provides guidance to junior grade personnel. Directs supply personnel in establishing supply and inventory control management functions. Maintains property under Property Book Unit Supply Enhanced (PBUSE) system. Reviews daily and monthly records of issues of petroleum products and operating supplies. Provides technical assistance to equipment records and parts specialist. Assists and advises supply officer and commander.

(4) *MOSC 92Y40.* Performs supervisory and management duties shown at preceding level of skill. Analyzes statistical data and reports to ascertain trends, conformance to standard and directives and efficiency of operations. Coordinates logistical activities with other staff elements, supply and service and motor transport units. Conducts assistance visits to subordinate elements. Develops and executes training programs.

(5) *MOSC 92Y50.* Supervises development and preparation of operations information. Plans, maps, sketches, overlays and analyses related data to employ supply and service organizations. Contributes to staff development and operations of supply support data systems, equipment review, salvage, and repair parts supply procedures. Performs liaison between staff and supported personnel to improve effectiveness of support activities. Conducts inspections and provides technical assistance to the Inspector General.

b. *Physical demands rating and qualifications for initial award of MOS.* Unit supply specialist must possess the following qualifications:

(1) A physical demands rating of heavy.

(2) A physical profile of 222222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) 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.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(4) Normal color vision.

(5) Mandatory formal training.

(6) Soldiers reclassifying into the MOS cannot exceed the rank of SGT (Active Component only). (7)

No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:

(a) No conviction by court-martial or by any Federal or state court.

(b) No juvenile adjudication by state court.

(c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.

(d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.

(e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.

(8) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.

(9) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.

(10) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with all enlisted MOS)).

(1) F7--Pathfinder (skill level 1-3 only).

(2) 3C--Operational Contract Support (OCS) (SSG thru SGM) (Effective 201310).

Applications submitted in multiple attachments will not be accepted!

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to nq.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

* Candidates may apply by submitting a completed *Application for Active Guard/Reserve (AGR) Position*, NGB Form 34-1. Reference AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 the following documents must be submitted. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes No 1. Application for Active Guard/Reserve (AGR) Position, **NGB Form 34-1, dated 20131111. This form can be downloaded from the Nebraska National Guard Opportunities webpage. Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. ___(Initials)

Yes No 2. ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits>. **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB.** ___(Initials)

Yes No 3. Last five OER's/NCOER's. Applications must contain their most current OER/NCOER and if unavailable written explanation must be provided. A letter of recommendation or performance must be submitted if you don't have any OER's/NCOER's. ___(Initials)

Yes No 4. NGB 23 (RPAM). All Army National Guard Soldiers must submit a NGB 23 dated **within 6 months of closing date.** For non ARNG members, contact the AGR Branch for other options. ___(Initials)

Yes No 5. Your last 4 Army Physical Fitness Test documented on a DA 705(s). **The last APFT score must be passing and within 12 months for M-Day and 6 Months for AGR of closing date.** You must provide written explanation if you are unable to provide the last 4 APFT scores. ___(Initials)

Yes No 6. Current passing semi-annual weigh-in documented on TAG NE 600-9, DA5500/5501 or DA 705. DA 5500/01's are required for Soldiers who exceed the weight for height Table B-1, AR 600-9. For non ARNG members, the DA 705 will be document of record. **Current is within 6 months of closing date.** ___(Initials)

Yes No 7. IMR (Individual Medical Readiness) or Flight Physical <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **PHA completion date within 12 months of closing date.** ___(Initials)

Yes No 8. Applicants will be screened for profiles (the DA 3349 is not required to be sent) . Temporary profiles MUST be cleared prior to AGR start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. ___(Initials)

___ **Yes** ___ **No** **9.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application or for any “no” responses identified on this checklist.
___(Initials)

To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.

In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.

The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.