

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
1300 MILITARY ROAD
LINCOLN, NEBRASKA 68508**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-18-023

Closing Date: 24 January 2018

Position Title: Readiness NCO

Location: A Co. 734th BSB, Kearney, NE

Military Grade Range: Minimum SSG/E6 - Maximum SFC/E7

Military Requirements: Designated MOS for this position is 92A4O. Must become MOS qualified within 12 months of assignment. Must be able to obtain and maintain a SECRET security clearance. Must meet the physical fitness standards (IAW AR 350-1) and be able to pass the APFT. Must meet and maintain military appearance standards (IAW AR 600-9). **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 on-board AGR members of the Nebraska Army National Guard in the rank of SSG 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. (SFC/E7).

Area 2: Select Train Educate Promote List (STEP) of on-board AGR CPMOS qualified (SSG/E6, 92A).

Area 3: Transfer of on-board AGR personnel. (SSG/E6).

Area 4: N/A

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: The incumbent is responsible for carrying out the unit commander's plans and programs for the accomplishment of the unit's training objectives and missions. Drafts, for approval, training schedules and other memorandums to ensure compliance with directives and publications. Plans and submits requisitions for training aids, films, and other requirements to support training. Responsible for training readiness of the unit. Develops and updates mobilization and movement plans by managing MPDV. Responsible for periodic testing of alert mobilization directives and regulations. Develops a comprehensive MOS qualification program within the unit. Prepares requests for Army schools through ATRRS. Prepares requests for training areas, vehicles, equipment, ranges, and other training needs as appropriate. Prepares and submits MOS qualification status reports, Unit Status Reports, and other training related reports. Manages all personnel actions within the detachment using systems such as RCAS, SIBX, My Unit Pay, DTS, iPERMS, AFCOS and DTMS. Other duties as assigned.

DA PAM 611-21

10-92A. MOS 92A--Automated Logistical Specialist (Auto Log Spec) CMF 92

a. *Major duties.* The automated logistical specialist supervises and performs management or stock record/warehouse functions pertaining to receipt, storage, distribution and issue and maintains equipment records and parts. Duties for MOS 92A at each level of skill are:

(1) *MOSC 92A10.* Establishes and maintains stock records and other documents such as inventory, materiel control, accounting and supply reports. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins and performs dues-ins and dues-outs accounting. Correct error and exception documents. Reviews and verifies quantities received against bills of lading, contracts, purchase requests and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes and stores incoming supplies and equipment. Maintains stock locator system and administers document control procedures. Repairs and constructs fiberboard or wooden containers. Packs, crate, stencil, weigh and band equipment and supplies. Construct bins, shelving and other storage aids. Processes request, and turn-in documents at direct support level through warehousing section. Processes inventories, surveys and warehousing documents. Performs prescribed load list (PLL) and shop stock list (SSL) duties in manual and automated supply applications. Prepares, annotates and distributes shipping documents. Breaks down and distributes field rations. Operate material handling equipment (MHE). Perform accounting and sales functions in self-service supply.

Perform Standard Army Maintenance System Enhanced (SAMS-E) duties in automated applications. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management.

(2) *MOSC 92A20.* Performs duties shown at preceding level of skill and provides technical guidance to junior graded personnel. 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. Perform SAMS-E duties in automated applications. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management.

(3) *MOSC 92A30.* Assigns duties, instructs and supervises subordinates in proper work techniques and procedures. Plans and analyzes operational data and reports to ascertain degree of conformity with established policies, work standards and procedural directives. Supervises preparation of materiel control and accounting input for data processing and reviews output documents. Inspects and evaluates inventory management activities. Directs supply personnel in establishment and maintenance of supply and inventory control management functions. Analyze statistical data to determine effectiveness of technical edit. Reconcile problems in automated supply accounting system. Computes, establishes and directs modification to authorized stock levels. Plans and organizes receipt, issue, salvage and maintenance of records for all classes of supply except CL III (Bulk), CL V and CL VIII. Ensure compliance with current regulations and directives pertaining to financial inventory, accounting and stock funding. Determine current and projected repair

requirements. Direct lateral redistribution of stock. Perform supervisory duties shown in preceding levels of skill. Prepare and updates warehouse planograms. Conduct inspection of activities to ensure compliance with standards of serviceability, reclamation, salvage and disposal procedures. Conduct warehousing surveillance and inspections. Prepares reports on personnel and equipment availability, storage space, relocation of materiel and warehouse denials. Serve as warehouse foreman, chief accountant, store managers, or commissary officer. Interviews, hires and dismisses employees in accordance with COP and commissary regulations. Establishes issue schedules and procedures.

(4) *MOSC 92A40*. Perform supervisory duties shown in preceding level of skills. Conducts inspections and provides technical assistance to storage activities. Assist in development and preparation of operations information including plans, maps, sketches, overlays and other data related to supply organization employment. Perform liaison and staff duties in a supply and maintenance activity or in a command and staff logistics activity. Analyze operations statistical data and reports to ascertain functional trends, conformance to standards and directives and efficiency of operations. Review material receipt and off-line document processing procedure. Responsible for the requisition, accountability, wholesomeness and the safe storage of subsistence items for division size elements and larger. Plans and writes LOIs for subsistence support for major field exercises. Works with and advises installation food service and installation menu board. Interprets and uses command and CONUS annual food plans. Ensures compliance with directives related to subsistence supply storage and distribution operations, including worldwide operations. Manage the operation of a troop issue subsistence activity.

(5) *MOSC 92A50*. Serve as principal NCO of supply and services operations. Supervise operation of organizations performing supply and related service operations such as decontamination, transportation, property disposal and commissary operations. Supervises open and covered storage, receiving, classification, issue materiel handling, supply locator systems, facility safety and supply security operations. Supervise management of materiel support functions in stock control and accounting, procurement, inventory control and item financial management. Supervises development and preparation of operations information, plans, maps, sketches, overlays and related data to employment supply and service organizations. Analyzes reports on supply and service support operations.

b. *Physical demands rating and qualifications for initial award of MOS*. Automated logistical specialists must possess the following qualifications:

(1) Physical demands rating of Significant (Gray).

(2) 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 Jul 2004.

(d) A minimum OPAT score of Standing Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in “Significant” (Gray).

(4) Normal color vision.

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

(6) Mandatory formal training.

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

(1) G2--Standard Army Retail Supply System-2AC/2B (SARSS-2AC/2B) Materiel Manager.

(2) N8--Combat Service Support Automation Management Office (CSSAMO) (skill level 2 thru 4 only).

(3) R1--Rough Terrain Container Handler (RTCH).

(4) 1E-

-Knowledge Management Professional.

(5) 3C--Operational Contract Support (OCS) (SSG thru SGM).

d. *Physical requirements and standards of grade*. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-92A-1*. Physical requirements.

(2) *Table 10-92A-2*. Standards of grade TOE/MTOE.

(3) *Table 10-92A-3*. Standards of grade TDA

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.nearnq.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.