

**NEBRASKA ARMY NATIONAL GUARD  
DIRECTORATE OF PERSONNEL ADMINISTRATION  
ENLISTED PROMOTION SECTION  
2433 NW 24<sup>th</sup> STREET  
LINCOLN, NEBRASKA 68524**

***TRADITIONAL VACANCY ANNOUNCEMENT***

**Announcement Number:** 21-PTLJ0-9054

**Closing Date:** Open Until Filled

**Position Title & Unit:** Equipment Record/Parts  
NCO, I Co, 700<sup>th</sup> BSB

**Location:** Omaha, NE

**Military Grade Range:** Minimum SPC/E-4 - Maximum SGT/E-5

**Military Requirements:** Designated CPMOS for this position 92A. Must meet the physical demands requirements and qualifications of DA Pam 611-21. MOS qualification, if required, must be completed IAW current policy and training guidance. Selected individual may incur additional training requirements for SQI and/or ASI requirements for the duty position (see unit specific requirements below). The qualifications for the award of this MOS can be found in DA Pam 611-21.

**Area of Consideration:** All eligible and available members of the Nebraska Army National Guard serving in the grade range listed above. In order to be promoted in this position, the Soldier must be fully qualified for promotion IAW AR 600-8-19.

**General Requirements:**

1. Currently assigned SPC/E-4 – SGT/E-5 of the Nebraska Army National Guard.
2. Not currently "Flagged from Favorable Personnel Actions", under a "Bar to Reenlistment", or defined as "Stagnant" IAW PPOM 18-001.
3. Meet other requirements as stated in **Military Requirements** above.

**Summary of 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. Performs duties shown at preceding level of skill and provides technical guidance to junior graded personnel. Ensures that inventory and bin management 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. Performs analysis of history and activity files pertinent to ERP system rejected documents. Reviews recommended additions and deletions to authorized stockage list directed by Army expert ASL team. Maintains accounting records of property disposal activity. Review requests for major and controlled items. Reconcile activity records for monthly and quarterly reporting and status reviews. Manages controlled, critical and reserve stocks and operational readiness floats. Perform financial management functions. Prepares data input and utilizes Automated Data Processing (ADP) output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals and stock requirements. Assist unit maintenance personnel in planning maintenance program. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Responsible for the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management. Plans and coordinates subsistence supply activity. Ensures subsistence items stockage objectives are met. Directs corrective action to minimize spoilage, flavor contamination and improper warehouse practices. Supervise the set up and connection of logistics communications enablers. Ensures communications enablers and ERP systems work in sync and troubleshoots when out of sync.

**Other Unit Unique Considerations/Requirements:** This is an Airborne Position, Soldier must become Airborne qualified within 24 months. Member must maintain Airborne currency while assigned to the 2-134th Infantry Battalion.

**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 21-PTLJ0-9054**" or in hard copy to the G1 office no later than 1600 hours on the closing date. Electronic applications must be in PDF 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.

## **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.* Uses the Enterprise Resource Planning (ERP) systems to maintain stock records and other inventory, materiel control, accounting and supply reports. Establishes and maintains accounting records, posts goods receipts and turn-ins. Reviews and verifies quantities received against bills of lading, contracts, purchase requests and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes and stores or issues incoming materials and equipment. Conducts preventive maintenance checks and services (PMCS) on Long Life Reusable Containers (LLRC). Repairs and constructs fiberboard or wooden containers. Packs, crate, stencil, weigh and band equipment and materials. Construct bins, shelving and other storage aids. Processes request, and turn-in documents through warehousing section. Processes inventories, and warehousing documents. Performs shop stock list (SSL) duties in manual and automated supply applications. Prepares, annotates and distributes shipping documents. Breaks down and distributes field rations. Operates material handling equipment (MHE). Perform accounting and sales functions in self-service supply. Uses ERP systems to simplify and standardize the collection and use of maintenance and material logistics 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 material information through improved maintenance management. Sets up and connects logistics communications enablers to ERP systems to effectively transmit logistics data between the enterprise.

(2) *MOSC 92A20.* Performs duties shown at preceding level of skill and provides technical guidance to junior graded personnel. Ensures that inventory and bin management 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. Performs analysis of history and activity files pertinent to ERP system rejected documents. Reviews recommended additions and deletions to authorized stockage list directed by Army expert ASL team. Maintains accounting records of property disposal activity. Review requests for major and controlled items. Reconcile activity records for monthly and quarterly reporting and status reviews. Manages controlled, critical and reserve stocks and operational readiness floats. Perform financial management functions. Prepares data input and utilizes Automated Data Processing (ADP) output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals and stock requirements. Assist unit maintenance personnel in planning maintenance program. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Responsible for the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management. Plans and coordinates subsistence supply activity. Ensures subsistence items stockage objectives are met. Directs corrective action to minimize spoilage, flavor contamination and improper warehouse practices.. Supervise the set up and connection of logistics communications enablers. Ensures communications enablers and ERP systems work in sync and troubleshoots when out of sync.

(3) *MOSC 92A30.* Performs supervisory duties shown in preceding levels of skill. 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. Reviews all goods movement through the storage activity ensuring all movements are completed within established time guidelines. Reviews and analyze business intelligence/business workplace (BI/BW) reports to identify deficiencies and determine ways to improve warehouse efficiency. Inspects and evaluates inventory management activities. Directs logistics personnel in establishment and maintenance of supply and inventory control management functions. Reconcile problems in the ERP system. Analyzes, establishes and directs modification to authorized stock levels based on recommendations provided by the expert ASL team. Plans and organizes receipt, issue, storage and maintenance of records for all classes of supply except CL III (Bulk), CL V and CL VIII.

Ensures compliance with current regulations and directives pertaining to financial inventory, accounting and stock funding. Determines current and projected repair requirements. Direct lateral redistribution of stock. Prepares and updates warehouse planograms. Conducts inspection of activities to ensure compliance with standards of serviceability, reclamation, salvage and disposal procedures. Conduct warehousing surveillance and inspections IAW Care of Supplies in Storage (COSIS) program directives. Prepares reports on personnel and equipment availability, storage space, relocation of materiel and warehouse goods reversals. Serves as warehouse foreman, chief accountant, or accountable officer (if required). Establishes issue schedules and procedures. Manages and maintains communications enablers. Conducts execution management for planning logistics sustainment requirements at the brigade combat team (BCT) level. Conducts material management planning at sustainment brigade or higher element for tactical logistics requirements.

(4) *MOSC 92A40*. Performs supervisory duties shown in preceding level of skills. Conducts inspections and provides technical assistance to storage activities. Assist in the development and preparation of operations information including plans, maps, sketches, overlays and other data related to supply organization employment. Performs 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*. Serves as the principal NCO of logistics support operations. Supervises operations of organizations performing supply and related service operations such as decontamination, transportation, and property disposal operations. Supervises the planning of all classes of supply requirements in support of Army operations based on the operational environment. 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) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.

(5) Mandatory formal training.

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

- (1) C7-- Unit Level Logistics System-Aviation (Enhanced) ULLS-A(E) Tech Supply (Rescind 202210).
  - (2) N2--Aircraft Notebook Tech Supply Skill Level 1 and 2 only (Effective 202210).
  - (3) N8--Sustainment Automation Support Management Office (SASMO) (skill level 2 thru 4 only).
  - (4) R1--Rough Terrain Container Handler (RTCH).
  - (5) 1E--Knowledge Management Professional.
  - (6) 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.