

UTAH ARMY NATIONAL GUARD

ANNOUNCEMENT		DATE
ARMY 13-004		31 January 2013
POSITION TITLE	MAXIMUM GRADE	MOS/AOC
Supply NCO	SSG/E6	92Y30
LOCATION OF POSITION		
Utah Training Center		Camp Williams, Utah
OPENING DATE		CLOSING DATE
31 January 2013		26 February 2013

**FULL-TIME VACANCY
ANNOUNCEMENT**
SUBMIT APPLICATION TO:
UTAH NATIONAL GUARD
ATTN: HRO-A
12953 Minuteman Drive
DRAPER, UTAH 84020-1776
TELEPHONE: (801) 432-4315
APPLICATIONS SUBMITTED IN
POSTAGE PAID FEDERAL
ENVELOPES ARE IN VIOLATION OF
18 USC SECTION 1719 AND WILL
NOT BE CONSIDERED.
FAXED APPLICATIONS WILL NOT
BE ACCEPTED.
www.ut.ngb.army.mil/hro

THIS POSITION IS AN ACTIVE DUTY AGR TOUR

WHO MAY APPLY: Current AGR Soldiers, members of The Utah Army National Guard or Service members eligible to become a member of the Utah Army National Guard.

HOW TO APPLY:

AGR SOLDIERS: Current Utah Army National Guard AGR soldiers may apply by submitting a completed NGB 34-1 to HRO-A. If not MOSQ, submission of ASVAB scores is mandatory.

NON AGR SOLDIERS: the following forms and documents are required: **(No Binders – HRO will discard binders).**

- (1) NGB Form 34-1 (Nov 10). **Application must be signed**
- (2) Current IMR (Individual Medical Readiness) from AKO or MEDPROS.
- (3) Personnel Qualification Record (PQR) or Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- (4) Statement of all active service performed. DD Form 214 / DD Form 1506/ or RPAS statement.
- (5) DA photo, three-quarter length photo in ACU or Service uniform.
- (6) Copy of ASVAB scores if not MOSQ.
- (7) Last three OER's or NCOER's. Applicants without an OER/NCOER will submit a performance evaluation from their supervisor.

IMPORTANT! PLEASE READ DISCLAIMER: you, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

QUALIFICATIONS for initial entry into AGR program:

Officers: Must possess AOC commensurate with AGR duty position.

Warrant Officers: Must possess MOS commensurate with AGR duty position

Enlisted: Applicants for positions in grade E5 and below will have 12 months to become MOS qualified. If E6 or above must be MOS qualified for the position or service member will be reduced to E5 and given 12 months to become MOS qualified. Applicant's military grade cannot exceed the maximum military grade authorized. **An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.**

Sustainment

For the purpose of sustainment requirements, Soldiers who are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

OTHER REQUIREMENTS:

Individual selected for this position will be ordered to active duty in an Active Guard/Reserve (AGR) status under the provisions of Section 502f Title 32 U.S. Code. Individuals must: Meet the initial entry eligibility requirements of AR 135-18 and NGR 600-5. The basic job qualifications are listed on the attached Position Description; * **Must** have a qualifying Periodic Health Assessment (PHA) at an active duty medical facility, an ARNG medical unit, or US Army Reserves medical unit, IAW Chapter 3, AR 40-501 within 12 months and HIV test accomplished within 24 months prior to initial entry into the AGR program. Must be able to complete 3 years AGR service prior to completing 18 years of active military service or mandatory removal date. Must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance.

SELECTING SUPERVISOR: CW4 Erickson

VICE: Jackson

APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE

SUPPLY NCO

1. INTRODUCTION This position is located at company level. The incumbent provides assistance in the administration of the unit's Supply Management and Maintenance Management Program and to increase the operational readiness of unit organic weapons and equipment for mobilization.

2. DUTIES AND RESPONSIBILITIES

- A. Issues, receives and stores weapons and ammunition in accordance with current physical security regulations.
- B. Maintains current suspense documents for equipment which requires calibration. Performs minor adjustments and cleaning of equipment as required. Takes action for maintenance and repair of equipment when beyond the unit's capability, by timely submission of work requests to supporting maintenance facility. Performs day-to-day postings to DD Forms 314.
- C. Assists in conducting the day-to-day supply actions of the units.
- D. Assists in the conduct of all inventories. Assists in the preparation of adjustment documents.
- E. Insures that required inventories of weapons and ammunition are conducted and a copy of the report is filed in physical security file.
- F. Prepares and maintains PLL.
- G. Cross training: Incumbent will become familiar/ knowledgeable of all other assigned full-time support positions within the unit.
- H. Performs other duties as assigned.

3. SUPERVISORY CONTROLS

Works under the administrative supervision of the Senior Full Time Support person of the unit/headquarters to which assigned. Accomplishes daily requirements independently in accordance with established policies and procedures.

4. QUALIFICATIONS

- A. Incumbent is required to be, or to become, fully qualified in MOS 92Y.
- B. Must have, or be able to obtain, a security clearance of the level required by current directives or higher headquarters.
- C. Must be qualified to operate all unit organic military vehicles.
- D. Must possess clerical skills commensurate to the duties and tasks of the position and be able to type 25 words per minute.

5. OTHER

Physical demands rating and qualifications for initial award of MOS. Unit supply specialists 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) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.