



# MICHIGAN NATIONAL GUARD



Human Resource Office  
2500 S. Washington Ave.  
Lansing, MI 48913-5101

<mailto:hroagr@mi-arng.ngb.army.mil>

## Army AGR Vacancy Announcement

<b>ANNOUNCEMENT NUMBER:</b> 04-114	<b>NUMBER OF POSITIONS:</b> One
<b>OPENING DATE:</b> 22 SEP 2004	<b>CLOSING DATE:</b> 21 OCT 2004
<b>POSITION TITLE:</b> SUPPLY NCO <b>MOS:</b> 92Y30 - SUPPLY SGT	<b>UNIT LOCATION:</b> 144 MP CO, Owosso, MI 48867
<b>POSITION GRADE:</b>  <b>SSG/E6</b>	
AGR personnel receive base pay, subsistence (BAS), basic allowance for housing (BAH), applicable uniform allowances. Full medical/dental care for AGR personnel. TRICARE for dependents of AGR personnel. Exchange (PX/BX), commissary, and theater benefits. Retirement after 20 years of active duty.	
<b>AREA OF CONSIDERATION:</b> Open to current members of the Army National Guard and those eligible to join the Army National Guard.	
Applicants not currently serving on the AGR program must meet the initial entry qualifications of NGR 600-5 and AR 135-18 Table 2-1 dtd 10 Dec 03. SSG applicant (if selected & not currently serving on the AGR program) must request voluntary reduction to E5 if non-MOSQ for the position.	
<b>BRIEF DESCRIPTION OF DUTIES:</b>	
<ol style="list-style-type: none"> <li>1. Responsible for assuring that organizational and installation property authorized the unit is on hand or on valid requisition. Responsible for review of authorization documents, assignment of correct issue priority designators (IPD), submission of requisitions, follow up on issue delays, and receipt for property when received. Establish and administer hand receipt accounts to sub-elements within the unit as directed by the chain of command. Administer the procedures established for the accountability of property issued to hand receipt accounts and/or individual users.</li> <li>2. Initiates reports of survey, statements of charges, and other adjustment documents as required, and operates a tracking system to ensure members departing the unit are out-processed with the supply room.</li> </ol>	

4. Monitors and/or supervises the unit's key control system to ensure security of equipment. Conducts sensitive item inventories and other inventories as required by policy and procedures.
5. Prepares and submits the Unit Material Condition Status report and assists with the preparation of the Unit Status Report (USR).
6. Supervises or maintains the unit logistical library, administrative files and supply of blank forms and office supplies.
7. Assures that supplies, i.e, Class I, III, V and other training aides and materials are needed. Responsible for receipt, storage, accounting and turn in of all classes of supply. Prepares and updates signature cards authorizing unit personnel to receipt for supplies and/or equipment. Administers the unit self service supply account.
8. Accomplishes the day-to-day administration of unit dining facility accounts.
9. Monitors the warehousing, storage, maintenance and security of unit equipment and supplies. Notifies the senior member of the unit full time support force, and the unit commander of problems noted. Recommends corrective action.
10. Provides support to the unit's maintenance program by monitoring or supervising the maintenance of DD Fm 314's, preparation of maintenance work orders, maintenance of spare parts and management of the calibration program.
11. Assists the Training NCO in the preparation and maintenance of unit alert and mobilization plans.

**ALL APPLICANTS MUST MEET THE FOLLOWING CRITERIA:**

1. Soldiers in the grades E4 through E6 may apply. Maximum grade of position is SSG/E-6.
2. Have been awarded the duty MOS, or be eligible for award IAW DA PAM 611-21.
3. Meet minimum score of 95 in aptitude area CL if ASVAB was taken prior to 2 January 2002. If ASVAB was taken after 2 January 2002 then 92 is required in aptitude area CL.
4. Have passed the Army physical Fitness Test (APFT) within the last year.
5. Meet the weight standards of AR 600-9.
6. Must possess a current Chapter 3 physical examination less than 6 months old or receive a new Chapter 3 physical examination prior beginning AGR tour with PULHES of 222222. MUST NOT HAVE A PHYSICAL PROFILE RESTRICTION.
7. Submit to a current Drug and Alcohol Test (DAT).
8. Have Negative HIV test results obtained within 6 months of beginning AGR tour.
9. Females may not be pregnant at time of application and must submit a negative pregnancy test within two weeks of the start date.
10. Become qualified in the duty MOS within 1 year of assignment.

New AGR accessions will be ORDERED to initial 3 year tour of active duty under the provisions of Title 32 U.S.C. 502(f). A subsequent tour is dependent on the needs of the AGR Program, meeting the qualifications for a subsequent tour outline in AR 135-18, and subject to the approval of the Adjutant General based on the recommendation of a Tour Continuation Board.

MUST be able to complete a 3 year initial tour prior to completing 18 years of Active Federal Service.

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## APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

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- **You, the applicant, are responsible for the completion and turn-in of your application, all contents and attachments prior to the closing date. Incomplete applications will be returned.**
- **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**
- **HOW TO APPLY: Individuals who meet the Qualifications and Requirements for this position will submit the entire application packet to:**

**Michigan National Guard  
ATTN: MITAG-HRO-MD  
2500 S. Washington Ave.  
Lansing, MI 48913-5101**

or

**E-Mail all correspondence to: <mailto:hroagr@mi-arng.ngb.army.mil>**
- **All applications must arrive in the HRO no later than the close of business on the closing date indicated above. Applications received after the closing date will not be considered.**

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### HOW TO APPLY: (if not currently AGR title 32)

**NO BINDERS OR PRESENTATION ITEMS / NO ELECTRONIC SUBMISSIONS ALLOWED.**

**YOUR PACKET MUST INCLUDE THE FOLLOWING OR BE RETURNED WITHOUT ACTION:**

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1. \*NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) dated OCT 02. **Previous editions WILL NOT be accepted.** <http://www.ngbpdc.ngb.army.mil/pubfiles/ngbforms/adobe/Ngb34-1.pdf>
  2. Full Length Photograph in class A uniform (snapshots/Polaroid's are acceptable)
  3. Copy of DA Form 2-1 (with most current aptitude area scores completed)
  4. Copy of most recent physical examination SF 88 and SF 93 or DD Fm 2807-1 and DD Fm 2808 – PULHES must be completed.
  5. Five latest NCOERS. (Soldiers not requiring an NCOER must submit a letter of recommendation of written performance evaluation from their commander or military supervisor)
  6. Copies of all previously issued DD Form 214s (must show RE code, reason for discharge, and type of discharge) and/or DD Form 1506 which document all prior active service.
  7. Copy of current APFT (DA Form 705). APFT must have been completed within the last year or the application will be rejected.
  8. Copy of permanent profiles (DA Form 3349) if applicable.
  9. Statement from commander/authorized representative indicating applicant is not under current suspension of favorable

actions.

10. NGB Form 23B (Retirement Points History Statement).

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### HOW TO APPLY: (Current AGR title 32 Soldiers)

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Interested AGR soldiers should notify the AGR office by memorandum no later than the closing date. A resume may also be included, but is not required. The following information must be included in/provided with the memorandum:

1. Advertisement number (Include in memo)
2. SSN (include in memo)
3. Phone Number (include in memo)
4. Current Home Address (include in memo)
5. List of all MOS's obtained. (include in memo)
6. PROVIDE: Statement from commander/authorized rep indicating soldier is not under current suspension of favorable actions.
7. PROVIDE: Updated copy of DA Form 2-1 with most current aptitude area scores completed. (if not MOSQ)
8. PROVIDE: Copy of most recent physical. (if not MOSQ) (PULHES MUST BE NOTED)

Soldiers currently on the AGR Program may apply for this position, but must have an NGB waiver if they have less than 18 months AGR service in current position

**The Michigan National Guard is an Equal Opportunity Employer.** Selection for this position will be made without regard to race, religion, age, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, or any other non-merit factor except where military assignments preclude female membership.