



# AGR VACANCY ANNOUNCEMENT

AMENDED AS OF  
5 OCTOBER 2004

<b>HUMAN RESOURCES OFFICE ALASKA ARMY NATIONAL GUARD PO Box 5800 FORT RICHARDSON, ALASKA 99505-0800</b>		<b>ANNOUNCEMENT NUMBER:</b> AGR AR 04-28	
		<b>OPENING DATE:</b> 13 September 2004	<b>CLOSING DATE:</b> 12 October 2004
<b>POSITION TITLE:</b> SUPPLY NCO 92Y30 <b>(E6 APPLICANTS DOR NOT TO EXCEED 2 OCT 03)</b>	<b>GRADE:</b> Minimum: E-4 Maximum: E-6	<b>OPEN FOR FILL:</b> <input type="checkbox"/> STATE <input checked="" type="checkbox"/> <b>NATIONWIDE</b>	
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> HHC, 297 <sup>th</sup> Support BN Wasilla, AK		<b>CURRENT AK ARNG OPENINGS:</b> <b>INTERNET ADDRESS:</b> <a href="https://55.1.6.189/hro/hro.htm">https://55.1.6.189/hro/hro.htm</a>	
<b>MILITARY ASSIGNMENT:</b> HHC, 297 <sup>th</sup> Support BN Wasilla, AK		<b>EVALUATION FACTORS USED:</b> Review of individual applications and personal interviews	

**Who May Apply: ZONE 1, 2, 3, and 4**

- ZONE 1. On-board AK ARNG AGR members. Must have held current duty position for minimum of 18 months.
- ZONE 2. All Alaska Army National Guard members
- ZONE 3. All Alaska Army and Air National Guard members
- ZONE 4. Nationwide (All military members eligible for membership in the Alaska Army National Guard)

All applications will be accepted, however, first consideration will be given to current on-board AGR members (Zone 1) of the AK ARNG. Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Soldiers must meet initial eligibility requirements of AR 135-18, Table 2-1. In the grade of Staff Sergeant (E6) or above, must possess the required grade and military occupational specialty (MOS) authorized for the AGR duty position. In the grade of Sergeant (E5) or below, must have the potential to become qualified in the MOS authorized in the first 12 months or be released from AD/FTNGD.

**How to Apply:** Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may not be used in submitting applications. Qualified applicants may submit or mail applications as described to the address located at the upper left corner of this announcement.

**APPLICATION PROCEDURES:** All applications must be signed and dated with original signature. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided. **Incomplete application package received may not be considered and will be returned.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position) **(NO BINDERS/DOCUMENT PROTECTORS)**
2. Most recent SF 88 and SF 93 or DD Form 2807-1/2808 (Report of Medical Examination), if report is over 6 months, a valid annual medical certificate (DA Form 7349-R) must be attached
3. Full-length photograph in Class A uniform (current within 12 months)
4. Copy of DA Form 2-1(ERB) or Report of personnel military service history
5. Copies of the last five NCOER
6. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) or DD Form 1506 (Statement of Service-For Active Component Only)
7. DA 705, APFT Scorecard, current within 12 months and if applicable DA Form 5500-R/5501-R
8. Copy of PQR (Personnel Qualification Record) (SIDPERS generated report for ARNG only)
9. Copy of all DD Form 214 and current AGR orders if applicable
10. Copy of current drivers license
11. Security clearance verification memorandum from Personnel Security Manager

**QUESTIONS:** Call AGR Manager, COM (907) 428-6242, DSN (317)-384-4242 or COM (907) 428-6458 or DSN 384-4458

**SELECTING SUPERVISOR: MAJ Katrina Pillow**

**Duties:** Assists and advises the Supply NCOIC, Officer, and Commander. Performs supply duties at all echelons of Army Logistical systems. Conducts visits to subordinate elements to determine degree of logistical preparedness and provide assistance as needed. Assists in the development and execution of training programs to correct deficient areas and enhance individual proficiency. 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. Responsible for limited aspects of storage management. Manages and reviews requirements to ensure proper type and amount of supplies are available to support requirements. Reviews publications to determine adequacy of unit policies, procedures, and methods in requesting, receiving, accounting, issuing, storing, and preserving individual organizational and installation supplies and equipment. Compares and makes reviews of inventory on-hand, requisitioning objective, contingency stocks, and takes appropriate actions or makes recommendations for actions based on evaluation of these conditions. Determines stock replenishment for supplies and other material. Initiates and reviews input/output reports to ensure that adequate and accurate management information is provided as directed. Analyzes statistical data and reports to ascertain trends, conformance to standards and directives, and efficiency of operations. Coordinates logistical activities with other staff elements, supply and service as well as motor transport units. Searches for stock number, prices, descriptions, sources of supply, or other management data. Traces part number, or type number and manufacturer of the item of equipment. Initiates purchase or requisition of required items. Conducts regular physical inventory of equipment, or other items of supply, reconciling inventory, makes adjustments to the records, e.g. correction of routine discrepancies such as errors in serial number or in properly identifying equipment. Work of the position requires thorough knowledge of supply regulations, requirements, operations, procedures and transactional processes. Problems are researched and corrected when possible. Problems noted to supervisor are such that specific technical skills are required to provide solutions. Maintains records and monitors suspense's established by the supervisor as they apply to items managed. Advises the supervisor when assigned suspense requirements have not been met. Develops and maintains customized files for working and historical purposes. Establishes and maintains files to control receipt of follow-up actions, back-orders, stock record changes, requisition files, etc. Reviews and annotates changes to unit material condition status report. Post 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. Maintains section technical library. Performs other duties as assigned.

**Special Announcement Criteria:** Must have valid Alaska Driver's License. Knowledge of computers.

**Minimum Eligibility Criteria:** Must be a member of the Alaska National Guard. Must be able to serve at least 5 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-50. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. Must have a current Alaska Driver's License.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

## **THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.