

**ALABAMA ARMY NATIONAL GUARD AGR
STATEWIDE VACANCY ANNOUNCEMENT # 21-022**

GRADE: SGT (E5) - SSG (E6)

MOS/AOC: 12H

POSITION: Readiness NCO (101/01)
IPPS-A POSITION NBR 04633168

UNIT: 1312thEN TM

FEMALE ASSIGNMENT ELIGIBILITY: YES

LOCATION: FT McClellan, AL 36205

OPENING DATE: 15 December 2020

CLOSING DATE: 14 January 2021

AREA OF CONSIDERATION:

Open Statewide to all AGR, Military Technician and Traditional Guardsman in grades E5 thru E6 who are current members of the Alabama Army National Guard.

SM must be or be able to become 12H MOSQ Qualified within 12 months of accepting the position. Applicant must have or be able to attain a secret security clearance.

Duty Position Job Description/Criteria:

Serve as a Company Readiness NCO and conduct Administrative, Training, Readiness, and Supply operations while supervising all full time staff.

(1) Responsible for supervising the Company FTUS and acting in the Commanders intent in their absence. Will focus on military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individual assessments for the unit and individuals assigned. Ensures that training is conducted in accordance with Army training doctrine. Prepares training guidelines, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Prepares for unit yearly training workshop to develop yearly training plan with unit leadership. Prepares for monthly unit training meetings. Prepares training schedules and plans for approval of commander and higher headquarters. Maintains training guidance and documents as required by higher headquarters. Prepares training and evaluation outlines and lesson plans. Prepares automated requests for orders. Prepares correspondence for approval by commander or higher level supervisor. As required, completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtained equipment and other materials as required for testing of personnel and training scorer/evaluators or test officers. Procures, designs, reproduces, and distributes a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit.

(2) Manages the military schools program of the unit. Coordinates with the higher headquarters to obtain quotas for personnel to attend school (Service, NCO, Special, etc). Manages use of school quotas, training support manning days and other training resources as allocated to the unit. Prepares and forwards requests for training for all unit members ensuring applicants are eligible to attend the school requested and all prerequisites have been met. Prepares or requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications.

(3) Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives. Initiates requests for equipment's training support to higher, adjacent, and other military commands to support unit training objectives. Develops the unit Mission Essential Task List (METL) and provides input for the yearly training plan. Assembles and maintains statistics on weapons qualifications, crew qualifications/table certifications, Army Physical Fitness Test, weight control, Common Task Testing, Military Occupational Skill Qualification and other critical data as required. Trains unit leaders on how to maintain leader books and other training material as directed by the command.

(4) As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters.

(5) Responsible for overseeing, evaluating and processing all logistics-related matters for the Company HQs. As the Unit Supply Sergeant, individual supervises or performs duties involving requests, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment; receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and returns organization and installation supplies and equipment. Operate unit level computers

(ULC). Prepare all unit/organizational supply documents. Maintain 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. Provide technical guidance to lower-grade personnel. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Individual is responsible for posting all transactions to property records and supporting documents files. Coordinates with Regiment HQs and battalion personnel to ensure that equipment and supplies are available and ready for events and other training activities as scheduled. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Performs operator duties and unit level maintenance functions on assigned computer systems and equipment (GCSS-Army, GFEB, ISM, DTS, RCAS, etc.). Must be able to perform GCSS-A Maintenance functions. Should have knowledge of The Army School System (TASS) Course Management Plan (CMP) and Program of Instruction (POI) as it relate to supplies and equipment requirements. Should have knowledge of Training and Doctrine Command (TRADOC) Army Enterprise Accreditation Standards (AEAS) as it relates to supplies and equipment requirements. Additional duties as assigned.

IAW DA PAM 611-21 qualifications for initial award of the applicable MOS:

- (1) Physical demands rating of moderate (Gold).
- (2) A physical profile of 111221.
- (3) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area GM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 93 in aptitude area GM on ASVAB tests administered on and after 2 January 2002.
 - (c) A minimum OPAT score of Standing Long Jump (LJ) – 120 cm, seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs. and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category “Moderate” (Gold).

QUALIFICATION/ELIGIBILITY REQUIREMENTS:

1. Must be a Federally recognized member of the Army National Guard of Alabama.
2. Must be able to serve at least 3 years in an active military status prior to: (a) Completing 18-years of active Federal service, or (b) The date of mandatory removal (without any extension under any provision of law or regulation from Ready Reserve status based on age or service as prescribed by current directives).
3. Meet medical standards as prescribed by AR 40-501, chapter 3, 4 or 5.
4. Must meet physical standards prescribed by AR 600-9.
5. Must not be under current suspension of favorable personnel actions.
6. 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.
7. Applicants must not be entitled to receive Federal military retired or retainer pay, receive Federal civil service annuities, or be eligible for immediate Federal civil service annuities.
8. Individuals who voluntarily resign from the AGR program in lieu of adverse personnel actions are not eligible to reenter the program.
9. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service (other than temporary medical disability) are ineligible to enter the AGR program.
10. Individuals who would attain 18 or more years of active military service during their initial tour period of AGR duty are ineligible to enter the AGR program.
11. Individuals involuntarily separated from the AGR program are not eligible to reenter the program.
12. Eligibility of females will be consistent with existing Department of the Army Combat Exclusion policies. Selection and nomination will be made from those applicants' determined best qualified in terms principally involving experience, demonstrated ability, performance, training and education.
13. Must be eligible for AGR service IAW AR 135-18.
14. Must be able to obtain and maintain a secret clearance. Security clearance must not be suspended or denied.

GENERAL INFORMATION:

1. Applicants are subject to personal interview upon notification of time and place.

2. Selection and nomination will be made without regard to race, religion, color, national origin, gender, political affiliation, or age.

Application Procedures and Checklist: To ensure you have included the required documents with your application, please mark the following blocks (1-11). If any of the required documents are not reasonably available to you or not updated, a brief memo will be submitted citing the document discrepancy with a short explanation, in order to certify the Soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

1. _____ NGB Form 34-1 dated Nov 2013 (AGR Application).
2. _____ Copy of current MEDPROS IMR Report.
3. _____ Copy of last 3 NCOERs.
4. _____ Current ERB with ASVAB scores posted
5. _____ Last 3 record APFTs (DA 705)
6. _____ Commander's Height & Weight Memo
7. _____ DA 5500/5501 (if applicable)
8. _____ Copies of all DD 214's
9. _____ Current RPAM Statement.
10. _____ If your current grade exceeds the maximum grade of this announcement, you must submit a statement indicating willingness to accept an administrative reduction.
11. _____ Memorandum from supervisor acknowledging your interest in the position (For current AGR members only).

Application packet must be received NLT COB on **14 January 2021**. Please email packet to SFC Azure S. Prad, azure.s.prad.mil@mail.mil and ng.al.alarnng.list.j1-mdm@mail.mil. Any questions concerning this announcement contact SFC Prad, at the above email or call 334-271-7419.

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN RETURN OF APPLICATION WITHOUT ACTION. INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED. APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE PROCESSED.