

**ACTIVE / GUARD RESERVE (AGR)  
Vacancy Announcement 23-086  
(For On Board AGR Enlisted Only)  
Rank: SGT-SSG**

**Supply Sergeant  
MOS/AOC: 92Y30 - 1 VACANCY  
PARA/LIN 102/03 - Position Number 3244846  
HHD, 203d Military Police Battalion  
Athens, AL**

**OPENING DATE: 21 March 2023**

**CLOSING DATE: 4 April 2023**

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG AGR Enlisted Only.

**Duty Position Job Description/Criteria:**

Serve as the Supply Sergeant. Selected individual will manage overseeing, evaluating, and processing all logistics-related matters for the company. 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. 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. Supply technical guidance to lower-grade personnel. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Individual handles posting all transactions to property books and supporting documents files. Coordinates with company and battalion personnel to ensure that equipment and supplies are available and ready for events and other training activities as scheduled. Performs operator duties and unit level maintenance functions on assigned computer systems and equipment (GCSS-Army, ISM, DTS, RCAS, etc.). Additional duties as assigned.

**If interested in interviewing for this position, please send the following:**

1. Memorandum Requesting an Interview.
2. Current Selection Board Record Brief (ERB).
3. MEDPROS IMR Report.
4. Commander's Height & Weight Memo.
5. DA 5500/5501 (if applicable).
5. Last 3 NCOER's.
6. Last 2 record APFT/ACFT (DA 705).
7. Memo from MACOM AO acknowledging your interest in the position.
8. Security Clearance Verification Memo

Application packet must be received NLT COB on **04 April 2023**. Please email packet to SFC Azure S. Prad, <mailto:azure.s.prad.mil@army.mil> and [nq.al.alarnq.list.j1-mdm@army.mil](mailto:nq.al.alarnq.list.j1-mdm@army.mil). All documents must be combined into a PDF Packet. 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**