

**ACTIVE / GUARD RESERVE (AGR)  
Vacancy Announcement # 23-102  
(For On Board AGR Enlisted Only)  
RANK: SSG**

**Supply Sergeant  
MOS/AOC: 92Y30**

**PARA/LIN 101/08- Position Number 06164294**

**5001<sup>st</sup> Quartermaster Company  
Auburn, AL**

**OPENING DATE: 24 March 2023**

**CLOSING DATE: 07 April 2023**

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

**Duty Position Job Description/Criteria:**

Serve as the Supply Sergeant located at the 5001<sup>st</sup> Quartermaster Company. Selected will be responsible for 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. 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 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.

**GENERAL INFORMATION:**

1. Applicants are subject to personal interview upon notification of time and place.
2. The Alabama Army National Guard is an equal opportunity employer. Selection and nomination will be made without regard to race, religion, color, national origin, gender, political affiliation, or age.

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

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

Application packet must be received NLT COB on **07 April 2022**. Please email packet to SFC Azure S. Prad, [azure.s.prad.mil@army.mil](mailto:azure.s.prad.mil@army.mil) and [ng.al.alarnng.list.j1-mdm@army.mil](mailto:ng.al.alarnng.list.j1-mdm@army.mil). **All applications must be in a single PDF.** 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.**