

California National Guard - Human Resources Office
Army Active Guard Reserve (AGR) Enlisted Vacancy
Statewide Vacancy Announcement

1 POSITION

Announcement Number: 056-13		Opening Date: 30 January 2013	Closing Date: 5 March 2013
Position Title: Supply Specialist	UIC/TDA/UMR Para/Line Number: WQRXT0/107/05	DMOS/Branch: 92Y10	Maximum Grade: E4 Minimum Grade: E4
BDE/Unit Name and Address: SRCOM: 40th CAB HHC 1-140 th AVN BN (ASLT) 4640 Saratoga Ave Los Alamitos, CA 90720	Selecting Official: AO, 1-140 th AVN BN		Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input checked="" type="checkbox"/> National Agency Check-LC		Minimum Military Education Requirements: Unit Supply Specialist (92Y) Course	

Note: Statewide means: Must be a Current California Army National Guard Member in order to apply.

Conditions of Employment

IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Military Status: Full-Time Military Title 32 Section 502 (f) (AGR). Initial AGR tours are three (3) years.
- Applicants that are currently on an Excepted Federal Technician status and are selected for the AGR Program must resign or separate from their Technician position prior to the effective date of hire. Selected applicants will submit a copy of their Technician resignation to the AGR Branch prior to AGR orders being published.
- Stabilization Policy: IAW NGR (AR) 600-5 Chapter 2, Para 2-6(f). Soldiers entering an initial three-year tour must serve a minimum of 36 months if not MOS qualified, 24 months if qualified. This time period is waivable to 18 months before a soldier can be considered for another AGR position within the State. **A waiver request must be submitted IAW TAAI 09-13 for initial tour Soldiers with 18 months on AGR status.**
- To meet the stabilization policy above and upon being selected for this position, Soldiers who are non-duty MOSQ and/or meet the maximum grade requirement will sign a memorandum of understanding which states the voluntary removal from the promotion list upon the effective date of hire for a period of 12 months prior to a promotion board cycle.
- Enlisted soldiers must meet minimum stabilization requirements stated in CAARNG Pamphlet 600-200, Para 2-5.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Soldier must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Soldier must currently meet the security clearance requirement.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.
- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.

Primary Duties and Responsibilities

FTM and M Day Supply Specialist for one of the Battalion's flight companies (as they do not have an MTOE assigned supply sergeant) and assistant to the BN S4 NCOIC. Maintain accountability of the property and sub-hand receipts unit property for a high OPTEMPO aviation unit. Duties include: Request, receive exchanges, issue, recover, and turn-in personnel clothing IAW current directives. Account for and maintain serviceability of OCIE. Ensure that monthly sensitive item listing and inventories are conducted and ensure that quarterly hand receipts and 25% Cyclic inventories are signed and dated by the Unit Commander and forwarded to the PBO. Assist in maintaining the unit Class IX registers. Track unit vehicle status and forwards AMSS reports to Battalion. Assist in preparing quarterly Unit Status Report (USR), briefing materials, ammunition requests, training site requests, and other reports and or requests as directed by the Commander and/or AGR OIC. Responsible for accomplishing the Commander's plan and program to attain the unit's supply accountability and mobilization readiness objectives. Operates the unit Integrated Material Automated Program (IMAP) and Property Book Unit Supply Enhanced (PBUSE) to maintain automated accountability and reporting for the company's logistics functions. Last minute notice of travel is possible and required along with extended work hours, weekends as needed by the command, in order to meet requirements and missions as necessary. Attend all unit training assemblies additional training assemblies, and annual training periods. Attend additional skill identifier (ASI) required schools and training courses conducted by the National Guard Professional Education Center (NGPEC) and or Joint Forces Headquarters as required. Will become knowledgeable of, and perform their duties in accordance with all state and federal laws and Army regulations governing hazardous materials handling and storage and hazardous waste storage and disposal. Unit supply specialist will be responsible for ensuring the safe handling of hazardous materials and safe disposal of hazardous waste generated by unit activities. Supply specialist will comply with state and federal regulations governing the procurement of recycled material and waste reduction. Supply specialist will also maintain records and provide information regarding environmental actions. Supply specialist will attend the Unit Environmental Compliance Officer (UECO), Ammunition Handler, and HAZMAT courses within 12 months of assignment and complete the necessary Hazardous Communication (HAZCOM) training as required thereafter. Work closely with the BN S4 NCOIC in preparing for Command Supply Discipline Program (CSDP) inspections and assist the Commander with this program. Perform other duties as assigned.

Additional Requirements:

Applicants should have working knowledge of the Microsoft Suite of Products (Windows XP, Word, Excel, Access, and PowerPoint).

Specialty Qualification Requirements

- **Applicants must be 92Y MOSQ.** Soldiers who have not completed Initial Entry Training (IET) are ineligible to apply.
- A physical demands rating of heavy.
- A physical profile of 222222.
- Requires mandatory formal training IAW MOS.
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.

- Must have no non-waivable record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
- Must have no non-waivable convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will be returned to the applicant due to lack of information: (Please No binders)**

1. Applicant's Worksheet found at <http://www.calguard.ca.gov/cahr/Pages/ArmyAGR.aspx>. Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position.
 2. NGB Form 34-1 dated 20101105 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
 3. Three-quarter-length photograph (from the quadriceps up) in a duty uniform (Class A, B or ACU) taken within the previous 12 months ("Official" DA Military photograph is not required). Recommend 3 X 5 portrait, Best is 4X6 portrait.
 4. Enlisted Biographical Summary.
 5. **Certified copy** of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
 6. **Certified copy** of any official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. To include DD form 1966-1, Recruiters worksheet or the official test results. ([Certified Copy – See frequently asked questions](#))
 7. Last 3 NCOERS. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERS are not available. Applicants in the grade of E4 and Below or recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities.)
 8. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated. ([Certified Copy – See frequently asked questions](#))
 9. Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
 10. Current IMR record printout from MEDPROS (Available on AKO). <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**).
 11. All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
 12. RPAS statement (NGB Form 23B retirement points statement).
 13. Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).
 14. Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license. DMV online Driver's record can be submitted if it shows soldier's name, current address, current driver license status and history on it. California DMV link: <http://dmv.ca.gov/online/dr/welcome.htm>. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.
- Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1 20101105, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**
 - **Submit application to:** Joint Force Headquarters, ATTN: NGCA-PEZ-AGR, Box 5, 9800 Goethe Road, Sacramento, CA 95827-3561. Please see the frequently asked questions on our web page. **DO NOT USE**

APPROPRIATED GOVERNMENT FUNDS TO MAIL APPLICATION.

Note: If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3404. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSURES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.