

**California National Guard - Human Resources Office**  
**Army Active Guard Reserve (AGR) Statewide**  
**Enlisted E6 Vacancy Announcement**

**1 POSITION**

<b>Announcement Number:</b> 065-17		<b>Opening Date:</b> 16 March 2017	<b>Closing Date:</b> 15 April 2017
<b>Position Title:</b> Supply Sergeant	<b>UIC/TDA/UMR Para/Line Number:</b>  WPJKT0/110/03	<b>DMOS/Branch:</b>  92Y3O	<b>Maximum Grade:</b> E6 (See Rank Eligibility Note Below)  <b>Minimum Grade:</b> E5

<b>BDE/Unit Name and Address:</b> 40 <sup>TH</sup> CAB HSC(-) 640TH ASB 854 E Seventh Street, Long Beach, CA 90813-4799	<b>Selecting Official:</b>  640th ASB AO	<b>Personnel Eligible to Apply:</b> Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/>  Enlisted <input checked="" type="checkbox"/>
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<b>Security Clearance Requirement:</b> <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check-LC	<b>Minimum Military Education Requirements:</b>  Appropriate Military Education for Grade/BLC Completed
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**Area of Consideration Minimum Eligibility Criteria**

**Membership Eligibility: Statewide means: The applicant must be a current California Army National Guard Member in order to apply. E-6 applicants must be 92Y MOSQ. Should E-6's apply and not MOSQ, must be willing to accept an administrative reduction to E-5 if selected for the position. All E-5 applicants must have the potential to become 92Y MOSQ within 12 months of AGR.**

- Rank Eligibility:**
- If accessed as an E5, the selected applicant must have less than 11 total years of Active Federal Service on the date the applicant is assessed into the AGR Program. (Not applicable to current AGR Members)
  - If accessed as an E6, the selected applicant must have less than 14 total years of Active Federal Service on the date the applicant is assessed into the AGR Program. (Not applicable to current AGR Members)
  - Over-grade applicants must include with packet a memorandum stating acceptance of an administrative reduction.
  - Over-grades which take administrative rank/grade reductions are subject to the AFS requirements of the reduced rank/grade.
  - All other applicants that do not meet the minimum eligibility criteria are ineligible to apply.

**Conditions of Employment**

**IAW AR 135-18, NGR 600-5, and CA ARNG Pam 600-200 applicants must meet the following requirements prior to applications being forwarded for board consideration:**

**Applications from Soldiers who do not qualify under AR 135-18, Table 2-1, or who have a non-waivable disqualification under Table 2-3, or who fail to meet any additional requirements prescribed by Chief, National Guard Bureau, will be disapproved and returned to the applicant. Soldiers who qualify under Table 2-1, but have a waivable disqualification under Table 2-2, will attach a request for the appropriate waiver to their applications. Applications received without approved waiver will be returned without action.**

- New hire authorizations are subject to priority of fill process IAW with CA ARNG Pamphlet 600-200, 2-2c; priority fills will supersede all other new hires IAW approved AGR allocations. Effective date of hire will be determined in accordance with priority fill determination / funding.
- To qualify for initial entry into the ARNG Title 32 AGR FTNGD Program applicants must meet the requirements of AR 135-18 (The Active Guard Reserve (AGR) Program); have an approved waiver per AR 135-18; not be disqualified per AR 135-18; and meet any additional requirements prescribed by the Director, Army National Guard
- All applicants will sign a NGB Form 34-2 (Certificate of Agreement and Understanding) during their accession process into the ARNG Title 32 AGR FTNGD Program..
- Accessions into the AGR Program with assignment to Positions of Significant Trust (POST) requires screening of personnel selected for suitability and security before assignment to POST. In order to ensure the best qualified personnel serve in identified POST. The Position of Trust standards are qualifications for specified assignments and not a standard of service.
- (When applicable) Per AR 135-18, Table 2-1, Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position. E-5 and below applicants, who are Non-Duty MOSQ, must have the potential to become DMOSQ within 12 months of the initial tour start date or be released from the AGR Program.
- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Military Status will be: Full-Time Military Title 32 Section 502 (f) (AGR). Initial AGR tours are three (3) years.
- Applicants 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.
- Stabilization Policy (When Applicable): IAW NGR (AR) 600-5 Chapter 3, Para 3-5(c). 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 NGR 600-5, and CA ARNG Circular 135-18 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.
- Applicants 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.
- Applicants 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).
- Applicants must currently meet the security clearance requirement.
- 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 Supply Sergeant maintains accountability of unit property, sub-hand receipts, and maintenance program for a Signal Unit. Duties include: Request, receive, exchanges, issue, recover, and turn-in personnel clothing IAW current directives. Account for and maintain records of serviceability for all OCIE. Ensure that monthly sensitive item inventories and monthly cyclic inventories are conducted, maintained, and signed by the Unit Commander. Assist in maintaining the unit Class IX registers. Track unit OR rating and vehicle status. 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 Property Book Unit Supply Enhanced (PBUSE) to maintain automated accountability and reporting for company logistics functions. Last minute notice of travel is possible and required along with extended work hours and weekends as needed by the command to meet requirements and missions as necessary. Attend all unit training assemblies, additional training assemblies, and annual training periods. Attend MOSQ School, 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 attend the Unit Environmental Compliance Officer (UECO) course within 12 months of assignment and complete the necessary Hazardous Communication (HAZCOM) and Physical Security training required thereafter. 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. Will comply with state and federal regulations governing the procurement of recycled material and waste reduction. Will also maintain records and provide information regarding environmental actions. Works closely with the BN S4 NCOIC during Command Supply Discipline Program (CSDP) inspections and assist's the Commander with his program. The supply NCO will become knowledgeable of and perform their duties in accordance with all state and federal laws and Army Regulations governing personnel actions. Performs other duties as assigned.

#### Additional Requirements:

##### Qualifications:

- Must have a valid CAARNG account
- Good computer skills with knowledge of all MS office products (SharePoint, PowerPoint, Excel, Word)
- Be familiar with ISM, DTS, LIW, and FMSWEB
- Excellent customer service relations skills
- Ability to conduct tracking systems
- Ability to build strong sense of teamwork and purpose
- Exhibits excellent time management and communication skills
- Soldier must meet height and weight standards IAW AR 600-9 and have a current APFT
- Ability to maintain a Government Travel Card (GTC)
- Valid military driver's license with GSA endorsement
- Ability to work without direct supervision
- Ability to work with groups of diverse race, gender, religion, social/economic status and political views
- Ability to lift up to 50 pounds into and out of vehicle
- Have a valid motor vehicles operator's license from the state assigned Soldier must meet PULES and ASVAB requirements to be considered qualified.
- Soldiers must complete Phase 1 of the 101-92Y10 unit Supply Specialist (Re-class) course prior to attending Phase 2, and must complete Phase 2 within two years of Phase 1.
- A physical demands rating of heavy.
- A physical profile of 222222. (3) Qualifying scores.
- A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
- A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- Normal color vision.

#### Instructions for Applying

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to: California National Guard through SAFE <https://safe.amrdec.army.mil/SAFE/>) in one .pdf file to [ng.ca.caarng.mbx.agr-application@mail.mil](mailto:ng.ca.caarng.mbx.agr-application@mail.mil) (SAFE Instructions are below. **APPLICATIONS SUBMITTED AS AN UNENCRYPTED E-MAIL ATTACHMENT WILL NOT BE ACCEPTED.** All ineligible, illegible, or incomplete applications will be returned to the applicant without consideration from the hiring board. Complete applications must be received at the email address above as one

completed file no later than 2359 Hours Pacific Standard time of the day the Vacancy Announcement closes. Items 1-15 below are required if for any reason an applicant is unable to submit all documents below, a memorandum from the applicant must accompany the application explaining the discrepancy with the applicants packet. **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:**

1. Applicant's Worksheet found at [http://ngcatmpcalguard/HRO/Documents/Army\\_AGR/APPLICANTS%20WORKSHEET.pdf](http://ngcatmpcalguard/HRO/Documents/Army_AGR/APPLICANTS%20WORKSHEET.pdf). 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 20131111 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
3. [NGB Form 34-2](#) dated 20140921 (with section II, and III filled out by the applicant).
4. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid. (Available on AKO). <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**).
5. Letters of recommendation, or Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement. Submit last 3 NCOERs if the previous 3 NCOERs are not available, 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.
6. **Certified Copy** of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) and PQR as appropriate. ([Certified Copy – See frequently asked questions](#)) [http://ngcatmpcalguard/HRO/Documents/Army\\_AGR/AGR%20FAQ.pdf](http://ngcatmpcalguard/HRO/Documents/Army_AGR/AGR%20FAQ.pdf)
7. DA 1506 (Statement of Service). [http://ngcatmpcalguard/HRO/Documents/Army\\_AGR/DA%201506.pdf](http://ngcatmpcalguard/HRO/Documents/Army_AGR/DA%201506.pdf)
8. Statement of all active service performed. The following documents are acceptable: Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement); For other services, equivalent retirement points statement; Certificate of Release or discharge (DD Form 214 (s), DD Form 220(s), and any accompanying DD Form 215(s) if applicable).
9. DA Photograph in military uniform taken within the last 24 months **is required**. DA photo must be taken IAW AR 640-30. The recommended photo size should be no smaller than a 3X5, but best size for photo should be 4X6, 5X5, 8X10. For Soldiers in the grade of E4 and E5, DA photos are not authorized IAW regulatory guidance; however a photo in the Army Service Uniform (ASU) or Army Class A Uniform (Green) must be submitted in keeping with the previously discussed sizes. ([DA Photo-See frequently asked questions](#))
10. Enlisted Biographical Summary IAW CA ARNG PAM 600-8-19, Figure A-5.
11. **Certified copy** of one of the following official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Applicants should make every effort to retrieve their Reenlistment Eligibility Data Display (REDD), or the official test results from a Recruiter. If these are unable to be retrieved, the DD Form 1966-1 may be accepted. ([Certified Copy – See frequently asked questions](#))
12. **Certified copy** of current DA Form 705 (APFT Scorecard), 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](#))
13. **Certified copy** of current DA Form 5500 / DA Form 5501 as applicable, Must meet standards IAW AR 600-9. ([Certified Copy – See frequently asked questions](#))
14. Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade Security Manager).
15. 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.
16. Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1, dated 20131111, or have not completed initial entry training (IET) are ineligible to apply. **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 are ineligible to apply IAW AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**

#### Instructions for Submitting Applications

**SAFE Instructions:** Website: <https://safe.amrdec.army.mil/safe>

1. Select accordingly if you are accessing the website from a computer with CAC Access or not. Note: Either option will allow you to send an encrypted file.
2. Enter or confirm your name is entered, then enter email address (all e-mail addresses work with SAFE).
3. Click Browse to attach your PDF File and once selected it will appear under File(s) (Applications must be submitted as one file).
4. Once you see the file, click the Box next to Privacy Act Data.
5. To the right, in the Box "Description of Files," please enter the following: "Announcement Number", "Position Title", and "Your Last Name" (i.e., A15-114, Recruiter, Smith)
6. Under Recipient Information enter the email address: [ng.ca.caarng.mbx.agr-application@mail.mil](mailto:ng.ca.caarng.mbx.agr-application@mail.mil) and Click Add.
7. Confirm the e-mail address has moved to the Recipients List Box next to where you entered it.
8. Under Email Setting, Click on the following boxes:
  - a. Encrypt email message when possible.
  - b. (Optional) Notify me when file(s) downloads are STARTED (system generated email).
  - c. Notify me when file(s) downloads are COMPLETED (system generated email).
  - d. Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)).

9. Click on FOUO.
10. Click Upload.

**Remarks**

**Salary:** Salary IAW current rank and active duty pay documents.

**Equal Opportunity:** 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.