

CAREER MANAGEMENT POSITION VACANCY
ACTIVE GUARD/RESERVE (AGR) IL ARNG
(FOR IL ARNG (T32) ON BOARD ARNG AGR SOLDIERS ONLY)

POSITION VACANCY NUMBER: **11C-46**

CLOSING DATE: **28 September 2011**

UNIT/DUTY LOCATION: **F CO, 634th Brigade Support Battalion, Mt. Vernon, IL**

POSITION TITLE: **READINESS NCO**

RANK/GRADE OF POSITION: **SFC/E7**

DUTY MOS: **91X40**

SELECTING OFFICIAL: **MAJ Jason Steinkamp**

PHONE: **(217) 761-3169**

ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:

- AGR soldiers one or two grades below the grade of this position. IAW NGIL PAM 135-18
- Have the MOS awarded as their PMOS, SMOS, or AMOS.
- AGR Soldiers who are not MOS qualified but meet eligibility requirements of DA PAM 611-21 to acquire the MOS within one year.
- Not flagged for favorable personnel actions.

Special Note: Applicants Selected for Career Management Positions must remain in the new position for a minimum of 2 years. See Primary Focus area for PEC Course requirements.

To Apply: Complete NGIL Form 85 DTD SEP 10(See link below), Copy of current NCOER, Copy of current APFT card, DA Form 2-1 or ERB(certified by PSB), Copy of current DA Form 5500-R (If applicable), Submit packet to NGIL-HRO-AGR, ATTN: SGM Boster, 1301 North MacArthur Blvd, Springfield, IL 62702.

<https://iko/departments/federal/HRO/agr/default.aspx>

SUMMARY OF DUTIES

Advises the commander on training, logistics, personnel and mobilization readiness requirements and ensures that the unit maintains updated comprehensive mobilization plans. Supervises the duties performed by the unit's full-time logistics personnel. These include the duties of the unit supply NCO in maintaining property accountability, ensuring all required equipment is on hand or on valid requisition, scheduling all required inventories, audits and reconciliation's, and the maintenance of Combat Parts Loads (CPL) if retained at unit level. Coordinates maintenance support required from supporting OMS or other installation maintenance support activities. Supervises drafting of training schedules. Supervises maintenance of unit training library. Works directly with the commander and 1SG in monitoring recruiting and retention activities. The Readiness NCO is responsible for the overall supervision of all pay, personnel and administrative activities/actions. Serves as unit ammunition manager.

PRIMARY FOCUS: Working knowledge of personnel, training, and supply. Should be functional in AFCOS system and the automated DA Form 1379, ATRRS, SATS NG and TAMS. Should have completed the Unit Training course at the Professional Education Center (PEC). Must be enrolled in Readiness NCO course at the Professional Education Center (PEC) upon selection.

DISTRIBUTION: A