



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS-MONTANA**

P.O. Box 4789 (1956 MT Majo Street)
Fort Harrison, Montana 59636-4789

**MONTANA ARMY NATIONAL GUARD
Active Guard Reserve (AGR) Job Announcement
Job Announcement #: ARNG 25-13**

OPENING DATE: 13 February 2025

CLOSING DATE: 14 March 2025

POSITION: Assistant S3 NCO

DUTY MOS: 92A

MIN GRADE: SSG/E-6

MAX GRADE: SSG/E-6

ORGANIZATION: 190th CSSB

LOCATION: Billings, MT

SELECTING OFFICIAL: MAJ Williams

POINT OF CONTACT FOR DUTY DESCRIPTION: MAJ Sean Williams at
sean.m.williams167.mil@army.mil or (406) 324-5401

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to members of the Montana Army National Guard AGR Program. Applicants must be able to obtain a SECRET clearance to apply. Minimum grade to apply for the position is SSG/E-6. Applicants are not required to be MOS qualified.

GENERAL INFORMATION: This position is in the Full Time Military Force (FTM) – Active Guard/Reserve (AGR) Program.

ELIGIBILITY REQUIREMENTS: To be eligible for this position you must meet all eligibility requirements as of the closing date. Applications will be screened against the criteria stated in AR 135-18, AR 40-501, DA Pam 611-21, NGR 600-5. Applications meeting the screening criteria will be forwarded to the selecting official for consideration. Applications not meeting the screening criteria will not be considered and applicants will be notified in memorandum format. Applicants who qualify under AR 135-18 Table 2-1, but have a waivable disqualification under Table 2-2, will attach a request for the appropriate waiver to their applications. Applicants under stabilization in accordance with NGR 500-3, NGR 600-5, or MTARNG Title 32 AGR Reassignment Stabilization Policy will attach a request for waiver(s) with their applications.

APPLICATIONS WILL CONSIST OF THE FOLLOWING DOCUMENTS

Area I applicants, current members of MTARNG AGR Program:

- a. Letter of intent for consideration.
- b. Biographical Sketch IAW NGR 600-200 Figure G-3.
- c. Current MEDPROS, Individual Medical Readiness (IMR) printout.
- d. Selection Board Record Brief (ERB/SRB).
- e. Height/Weight Certification IAW AR 600-9.
- f. Most recent DA Form 705 (ACFT Scorecard) IAW AR 350-1 and FM 7-22.
- g. Last five DA Form 2166-9, NCO Evaluation Reports. (Draft formats will not be forwarded.)
- h. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum for Record (MFR).
- i. Stabilization waiver request (if applicable). Must be signed through their Brigade/Directorate supervisory chain.
- j. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Emailed packets are preferred. Excess documentation will be removed. Soldiers who fail to comply with the following procedures will be notified in memorandum format. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the MTARNG and will not be returned. The point of contact for the application process is CW3 Benson who can be reached at 406-324-3248 or by email at david.l.benson40.mil@army.mil. Application packets may be:

- a. **Hand-carried:** must be received by the HRO, AGR Branch no later than 1630 hrs. on the closing date;

b. Or, **e-mailed:** must be in PDF format in no more than 2 attachments. Emailed packets should not exceed 12MB. All emails received will get a response from HRO stating packet has been received. Any other document format (i.e. TIFF, JPG, DOC, XFDL, etc.) will not be processed. If you are unable to meet this requirement, submit in accordance with a. or b. above. Emailed applications must be received prior to 2400 hrs. Mountain Standard Time on the closing date. Email to ng.mt.mtarng.list.j1-agr-applications@army.mil.

SELECTION PROCESS: After interviews are conducted, the Selecting Official rates applicants in order of precedence and forwards to HRO-A. Upon approval, official notification selection or non-selection will be made by HRO-A.

CONDITIONS OF ACCEPTING THIS POSITION: The first 18 months of this tour will be stabilized except for changes due to mobilization or force structure modifications. Permanent Change of Station (PCS) expenses may be authorized for this position. AGR Soldiers are required to have a Government Credit Card. Must undergo urinalysis drug screening within 90 Day upon entry on Active Duty, and periodic testing while assigned to unit.

EQUAL OPPORTUNITY: The Montana National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

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\\ HQ MTNG //
\\ OFFICIAL //
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KENNETH F. FECHTER
Lt Col, MTANG
Human Resources Officer

10-92A. MOS 92A--Automated Logistical Specialist (Auto Log Spec) CMF 92 (Effective 202111)

a. *Major duties.* The Automated Logistical Specialist supervises and performs management or stock record/warehouse functions pertaining to receipt, storage, distribution and issue, and maintains equipment records and parts. Duties for MOS 92A at each level of skill are:

(1) *MOSC 92A10.* Uses the Enterprise Resource Planning (ERP) systems to maintain stock records and other inventory, materiel control, accounting and supply reports. Establishes and maintains accounting records, posts goods receipts and turn-ins. Reviews and verifies quantities received against bills of lading, contracts, purchase requests and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes and stores or issues incoming materials and equipment. Conducts preventive maintenance checks and services (PMCS) on Long Life Reusable Containers (LLRC). Repairs and constructs fiberboard or wooden containers. Packs, crate, stencil, weigh and band equipment and materials. Construct bins, shelving and other storage aids. Processes request, and turn-in documents through warehousing section. Processes inventories, and warehousing documents. Performs shop stock list (SSL) duties in manual and automated supply applications. Prepares, annotates and distributes shipping documents. Breaks down and distributes field rations. Operates material handling equipment (MHE). Perform accounting and sales functions in self-service supply. Uses ERP systems to simplify and standardize the collection and use of maintenance and material logistics data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hour, and material information through improved maintenance management. Sets up and connects logistics communications enablers to ERP systems to effectively transmit logistics data between the enterprise.

(2) *MOSC 92A20.* Performs duties shown at preceding level of skill and provides technical guidance to junior graded personnel. Ensures that inventory and bin management are performed in accordance with established procedures. Instruct warehouse personnel in loading, unloading, segregation, palletizing and selection of stock and storage areas. Perform property disposal storage functions. Ensure application of special procedures for handling, storing, packaging and shipping retrograde material. Performs analysis of history and activity files pertinent to ERP system rejected documents. Reviews recommended additions and deletions to authorized stockage list directed by Army expert ASL team. Maintains accounting records of property disposal activity. Review requests for major and controlled items. Reconcile activity records for monthly and quarterly reporting and status reviews. Manages controlled, critical and reserve stocks and operational readiness floats. Perform financial management functions. Prepares data input and utilizes Automated Data Processing (ADP) output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals and stock requirements. Assist unit maintenance personnel in planning maintenance program. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Responsible for the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management. Plans and coordinates subsistence supply activity. Ensures subsistence items stockage objectives are met. Directs corrective action to minimize spoilage, flavor contamination and improper warehouse practices.. Supervise the set up and connection of logistics communications enablers. Ensures communications enablers and ERP systems work in sync and troubleshoots when out of sync.

(3) *MOSC 92A30.* Performs supervisory duties shown in preceding levels of skill. Assigns duties, instructs and supervises subordinates in proper work techniques and procedures. Plans and analyzes operational data and reports to ascertain degree of conformity with established policies, work standards and procedural directives. Reviews all goods movement through the storage activity ensuring all movements are completed within established time guidelines. Reviews and analyze business intelligence/business workplace (BI/BW) reports to identify deficiencies and determine ways to improve warehouse efficiency. Inspects and evaluates inventory management activities. Directs logistics personnel in establishment and maintenance of supply and inventory control management functions. Reconcile problems in the ERP system. Analyzes, establishes and directs modification to authorized stock levels based on recommendations provided by the expert ASL team. Plans and organizes receipt, issue, storage and maintenance of records for all classes of supply except CL III (Bulk), CL V and CL VIII. Ensures compliance with current regulations and directives pertaining to financial inventory, accounting and stock funding. Determines current and projected repair requirements. Direct lateral redistribution of stock. Prepares and updates warehouse planograms. Conducts inspection of activities to ensure compliance with standards of serviceability, reclamation, salvage and disposal procedures. Conduct warehousing surveillance and inspections IAW Care of Supplies in Storage (COSIS) program directives. Prepares reports on personnel and equipment availability, storage space, relocation of materiel and

warehouse goods reversals. Serves as warehouse foreman, chief accountant, or accountable officer (if required). Establishes issue schedules and procedures. Manages and maintains communications enablers. Conducts execution management for planning logistics sustainment requirements at the brigade combat team (BCT) level. Conducts material management planning at sustainment brigade or higher element for tactical logistics requirements.

(4) *MOSC 92A40*. Performs supervisory duties shown in preceding level of skills. Conducts inspections and provides technical assistance to storage activities. Assist in the development and preparation of operations information including plans, maps, sketches, overlays and other data related to supply organization employment. Performs liaison and staff duties in a supply and maintenance activity or in a command and staff logistics activity. Analyze operations statistical data and reports to ascertain functional trends, conformance to standards and directives and efficiency of operations. Review material receipt and off-line document processing procedure. Responsible for the requisition, accountability, wholesomeness and the safe storage of subsistence items for division size elements and larger. Plans and writes LOIs for subsistence support for major field exercises. Works with and advises installation food service and installation menu board. Interprets and uses command and CONUS annual food plans. Ensures compliance with directives related to subsistence supply storage and distribution operations, including worldwide operations. Manage the operation of a troop issue subsistence activity.

(5) *MOSC 92A50*. Serves as the principal NCO of logistics support operations. Supervises operations of organizations performing supply and related service operations such as decontamination, transportation, and property disposal operations. Supervises the planning of all classes of supply requirements in support of Army operations based on the operational environment. Supervises open and covered storage, receiving, classification, issue materiel handling, supply locator systems, facility safety and supply security operations. Supervise management of materiel support functions in stock control and accounting, procurement, inventory control and item financial management. Supervises development and preparation of operations information, plans, maps, sketches, overlays and related data to employment supply and service organizations. Analyzes reports on supply and service support operations.

b. *Physical demands rating and qualifications for initial award of MOS*. Automated logistical specialists must possess the following qualifications:

(1) Physical demands rating of Significant (Gray).

(2) Physical profile of 222222.

(3) Qualifying scores.

(a) A minimum score of 90 in aptitude area CL.

(b) A minimum OPAT score of Standing Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in “Significant” (Gray).

(4) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.

(5) Mandatory formal training.

c. *Additional skill identifiers*. (Note: Refer to table 12-8 (Listing of universal ASI's associated with all MOS)).

(1) D6—Operational Data Analyst (personnel only)

(2) N8--Sustainment Automation Support Management Office (SASMO) (skill level 2 thru 4 only).

(3) R1--Rough Terrain Container Handler (RTCH).

(4) 1E--Knowledge Management Professional.

(5) 3C--Operational Contract Support (OCS) (SSG thru SGM).

d. *Physical requirements and standards of grade*. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-92A-1*. Physical requirements.

(2) *Table 10-92A-2*. Standards of grade TOE/MTOE.

(3) *Table 10-92A-3*. Standards of grade TDA.