



# Delaware Army National Guard

## Active Guard Reserve (AGR)

### Position Vacancy Announcement

#### SECTION I: Administrative

Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5

<b>Position Title:</b> Property Book Officer	<b>Position Number:</b> 06-AR-16	<b>Open Date:</b> 1 April 2016	<b>Close Date:</b> 1 May 2016
<b>MOS/WMOS/AOC:</b> 92Y / 68J / 920A	<b>PARA/LIN:</b> 108/08 (300A/04)	<b>Minimum Grade:</b> WOC/WO1 <b>Maximum Grade:</b> CW2 (W2)	
<b>AGR Branch Contact Information</b>		<b>Duty Location</b>	
Email: <a href="mailto:NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL">NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL</a> Telephone: (302) 326-7806 or (302) 326-7807 Facsimile: (302) 326-7119		<b>721<sup>st</sup> Troop Command</b> 130 Artisan Drive Smyrna, Delaware 19977-3752	

#### SECTION II: Position Considerations

<b>X</b>	<b>Zone 1</b>	<b>Restricted Statewide (On-Board DEARNG Active Guard Reserve (AGR) Soldiers Only)</b>
	Zone 2	Unrestricted Statewide (DEARNG AGR & Traditional Soldiers)
	Zone 3	Nationwide (Soldier eligible to become a member of the DEARNG)

#### SECTION III: Duties and Responsibilities of Position

This position is located at the 721st Troop Command Battalion and is restricted to on-board DEARNG AGR (T32) Soldiers. The purpose of this position is to provide support to Battalion S4 NCOIC, Brigade Property Book Officer (PBO), and subordinate unit level Supply NCOs in general supply and property book functions. Must have knowledge of and ability to perform Global Combat Support System – Army (GCSS-A) functions and communicate logistic metrics clearly to Battalion Officers and staff. Provide guidance and oversight to the units on the Commander's plans and programs in attaining logistical and mobilization readiness objectives. Responsible for quality control of all supply and maintenance requests and/or reports submitted to Battalion from unit level Supply NCOs. Oversee commercial rental and transportation requests submitted from unit level Readiness NCOs. Support the units by providing logistical oversight on the following day-to-day functions such as exchanges, issues, inventories, and physical security. Assist with Organizational Inspection Program (OIP), Command Supply Discipline Program (CSDP), and Food Service inspections. Assist unit level Supply NCOs in obtaining items required for their operations. Conduct regularly scheduled unit visits to ensure consistent application in accordance to S4 guidance, DA, and NGB regulations.

**SECTION IV: Program Entry Qualifications.** For initial entry and subsequent assignment in the Full-Time Military Title 32 Section 502 (f) Active Guard Reserve (AGR), an applicant must meet and maintain the qualifications prescribed below, additionally meet standards prescribed IAW NGR 600-5, AR 135-18, AR 40-501, AR 600-9, and AR 600-10.

- Current AGR Warrant Officers must hold a WMOS of 920A with successful completion of the Property Accounting Technician Warrant Officer Basic Course (WOBC).
- Soldier with an approved Pre-Determination Packet (PDP) for WMOS 920A and a Certificate of Eligibility (COE).
- Soldier without a PDP or COE must have a completed 920A Pre-Determination Packet to include Letters of Recommendation from the Company and Battalion Commander ready for review prior to the board interview.
- Be an ALC graduate in MOS 92Y or 68J.
- Have at least five years' experience in MOS 92Y or 68J within the last eight years.
- Must score at the 12th grade level on the English portion (Language) of the Test for Adult Basic Education (TABE); Soldiers possessing an Associate, Bachelor, Master or PhD Degree are exempt.
- Must have an ASVAB GT score of 110 or above.
- NCOERs must be noted with "Successful" Performance and "Superior" Potential ratings by the Senior Rater for the majority of the Soldier's NCOERs.
- Soldier must have a current, passing Army Physical Fitness Test (APFT) and meet the body fat standards prescribed in AR 600-9 prior to submission of application.
- Soldiers must not be under suspension of favorable personnel actions (flagged) per AR 600-8-2.
- Soldiers must possess a valid security clearance required for the grade, MOS/WMOS/AOC and duty position.
- All Soldiers must be eligible for reenlistment or extension per NGR 600-200.
- All Soldiers must meet the medical fitness standards for retention per AR 40-501.

The Delaware National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.



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**SECTION V: Instructions for Applying.** The Delaware National Guard will not accept applications mailed at government expense. Failure to submit all required documents as outlined below will result in your application not being considered for employment. A lack of required documentation requires the applicant to submit written justification to certify the eligibility.

#### At a minimum, the following forms and documents will be required from all applicants:

- DEARNG AGR Applicant Worksheet.
- NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position).
- NGB Form 34-2 (Certificate of Agreement and Understanding – Initial Entry Only).
- NGB Form 34-3 (Certificate of Agreement and Understanding – OTOT Only).
- DENG Point of Contact Form.
- Copy of state and military driver's license.
- Most recent Individual Medical Readiness (IMR) Record from MEDPROS accessible through Army Knowledge Online (AKO). The IMR must be dated within the last 12 months to be valid.
- Last five (5) Officer/Noncommissioned Officer Evaluation Reports (OER/NCOER).
- Letters of recommendation or performance from chain of command are optional unless Soldier does not have 5 NCOER.
- Validated Officer/Enlisted Record Brief (ORB/ERB).
- DA Photograph in military uniform taken within the last 24 months.
- Security Clearance Letter of Certification (JPAS).
- 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/Discharge (DD Form 214, DD Form 220(s) and any accompanying DD Form 215(s) if applicable).
- Copy of DA Form 705 (APFT taken within 6 months for AGR and 12 months for MDAY Soldiers).
- Current DA Form 5500-R or DA Form 5501-R if required by applicant for APFT, HT/WT performance.
- Current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
- Standard Form 181 (Ethnicity and Race verification).
- Biographical Sketch.

#### IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION:

- Blank forms can be located on the AGR SharePoint site ([Active Guard Reserve \(AGR\) Branch - Application Forms](#)) and the Delaware National Guard Website ([DNG Website](#)).
- Applications must be typed or printed in legible dark ink, signed and dated. Incomplete application packages (i.e. failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Applications will be submitted to [NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL](mailto:NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL) as one (1) attachment.
- Failure to follow the instructions in this announcement will result in packet disqualification.
- Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- Records of applicants will be screened by the HRO - AGR Management Section prior to submission to the selection panel.
- Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-selection within 30 days of final selection.
- Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until AGR orders have been published by the HRO-AG office.

#### MISCELLANEOUS DETAILS SPECIFIC TO THIS POSITION:

- Career AGR Soldiers selected, will retain their career status followed by their position being filled IAW TAG Policy #29.
- Non-AGR Soldiers serving on an OTOT are NOT eligible to apply.
- Soldier without a PDP/COE will not be assigned to this position until a PDP is approved.
- Soldiers with rank higher than position identified are eligible to apply, but will be required to take a reduction should they be selected.
- Soldiers selected for this position that are not 920A qualified will be required to attend WMOS qualification within 12 months of accession into the AGR Force.
- Subsequent full-time staff mandatory training at NGPEC is required for this position.

#### PROBATIONARY PERIOD

AGR Soldiers will not be reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or command directed reassignments. The initial three (3) year tour is a probationary period. During the third year of the initial tour, all AGR Soldiers will be evaluated for potential for continued active service. During this probationary period, the DEARNG may terminate the individual's employment for any reason. Such action shall not be subject to grievance and/or arbitration procedures. Soldiers who do not achieve an acceptable level of performance during the initial three (3) year active duty period may be released IAW NGR 600-5, chap 5 & 6.



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#### POSITION DESCRIPTION

**PVA #:** 06-AR-16

**Closing Date:** 1 May 2016

**POSITION TITLE:** Property Book Officer

**ORGANIZATION LOCATION:** 721<sup>st</sup> Troop Command

1. The Property Book Officer serves as the Property Accounting Technician in both operational and generating force units. Ensures 100 percent property accountability is maintained, all authorized equipment is on hand, on valid requisition, or redistribution order. Locates and acquires standard and nonstandard equipment and supplies through military and nonmilitary supply sources to meet unit readiness and operational requirements. Oversees/validates the small purchase program to prevent fraud, waste, and abuse. Determines equipment funding requirements and coordinates for funds availability with supported units and resource management activities. Develops, executes, monitors, and provides input to the annual supply budget. Coordinates acquisition and priority distribution of new equipment fielding with the Force Modernization Activity. Redistributes excess equipment throughout the command. Processes excess equipment for disposal after all redistribution efforts are met. Monitors unit and/or Government contractor supply operations to ensure compliance with policy and/or contractual requirements. Assists with the Command Supply Discipline Program. Trains, develops, and mentors all Army personnel on supply policies, processes, and procedures. The Property Accounting Technician is the primary advisor to the command and supported units on all property accountability and organizational level supply matters.

2. Develops, implements and evaluates the logistics and property accountability policies for the organization. Is the primary advisor for the command in the area of logistics and property book operations. Oversees and reviews unit level feeder reports. Analyzes and/or prepares the logistics and equipment readiness areas of the organizational readiness report. Reviews, analyzes, and provides recommendations relative to current and future MTOE and/or force structure changes to determine the impact on organizational equipment authorizations. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning logistics and property accountability activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. Plans for the establishment and operation of the Administrative and Logistics Operations Center (ALOC). Develops and implements tactical standard operating procedures for logistics. Plans, develops, and maintains actions/procedures for the immediate and subordinate organizations in preparation for the transfer of all or part of accountable property for deployment.

3. Maintains property book accountability utilizing an automated system and related computer programs to account for property. Establishes hand receipt files for each unit, whether separate or organic to the organization, and maintains accountability by the use of hand receipt listings. Assures that all authorized non-expendable property is on hand or has been requisitioned to assist in maintaining the highest level of readiness for the organization. Accounts for funds used to requisition non-expendable property. Coordinates the assignment and transfer of equipment assets to enhance mobilization readiness. Determines shortages of authorized non-expendable equipment and directs authorized substitutes in accordance with appropriate regulations and directives. Incumbent is responsible for the formal accounting of ammunition for the purpose of force protection or ceremonial activities.



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4. Ensures compliance with the command supply discipline program, command maintenance discipline program, and other directed command inspection programs. Assists in the preparation for and executes additional command level inspections in the area of logistics and maintenance. Schedules and directs the conduct of periodic inspections, inventories and change of hand receipt accounts to assure supplies are serviceable, properly stored, maintained and accounted for as required by competent authority. Advises the commander of equipment on hand and equipment readiness issues. Directs the priority of maintenance support to unit equipment. Makes decisions based on the commander's guidance and intent in the area of property assignments. Provides written procedures and coordinates change of command inventories. Reviews inventories, reports of survey, and adjustment documents for accuracy and regulatory compliance. Directs, reviews, and makes recommendations on investigations of incidents involving property loss or damage.
5. Coordinates with the state level headquarters and subordinate units of the organization on the lateral transfer and/or turn in of excess property. This includes analyzing the proposed transfer/turn in actions and its impact on readiness. Coordinates and conducts annual supply reconciliations with the state level headquarters for all elements of the organization. Reviews expendable and durable property backorder reconciliations. Conducts a quarterly backorder reconciliation of non-expendable property.
6. Establishes quality procedures and oversees the edit of all property management source documentation. Ensures documents are accurate and properly input into the automated system. Establishes administrative procedures and oversees the flow of documents and reports through the Property Book Office to assure complete, accurate, and timely submission of data. Reviews and analyzes listings and reports produced by the automated system, resolves problems on error listings, and provides guidance to personnel assigned to the Property Book Section and subordinate organizations. Performs continuing analysis of the property accounting and equipment status reporting system to assure data provided is complete, accurate and timely.
7. Provides guidance and funds management for all decentralized logistics funds. These may include secondary stock funds, office supply accounts, transportation funding, and various classes of supply. May serve as the approving official for government purchase card expenditures.
8. May be required to represent the National Guard and the unit Commander in the community. Provides logistical support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers and school officials for such things as recruiting activities, communities support projects, natural disaster or civil disturbance planning, use of facilities for training for such things as recruiting and security of those facilities.
9. Provides technical guidance and assistance to all organizational logistic personnel pertaining to the accountability of all property assigned to the organization. Plans, organizes and assigns work to employees engaged in logistics and property management at the command level. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligibles. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Provides initial approval/disapproval of leave. Receives and resolves or participates in the resolution of grievances, or forwards to higher-level management for resolution. Acts to resolve disciplinary problems, or forwards to higher level management for resolution. Formulates plans for equal treatment of all employees. Assures position descriptions are accurate. Informs employees of all aspects of personnel programs of the installation, either answering routine questions or obtaining information from a specialist when more technical answers are required.
10. Performs other duties as assigned.