



**NEW HAMPSHIRE NATIONAL GUARD  
AGR VACANCY ANNOUNCEMENT  
Human Resource Office (NHAG-HR)  
State Military Reservation  
4 Pembroke Road  
Concord, NH 03301-5652**



**PLEASE SEND APPLICATIONS TO ADDRESS AS ABOVE**

**DATE: 8 October 2004**

**ANNOUNCEMENT NUMBER NH04-519 (AR)**

**POSITION TITLE, SERIES/GRADE**

SUPPLY SYSTEM TECHNICIAN 920B0

FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY

**MAXIMUM MILITARY GRADE W04/CW4**

FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY

**MERIT** All current NHARNG AGR soldiers in the rank of SGT/E5 (P) to CW4

**OPEN** All NHARNG enlisted soldiers in the rank of SGT/E5 (P) and above and those eligible to become a NHARNG member.

**CLOSING DATES**

**MERIT** 3 November 2004

**OPEN** 10 November 2004

**Fill Date for this position is not authorized until 31 March 2005**

**DUTY LOCATION**

State Military Reservation

State Armory

Concord, NH 03101

A PCS MOVE/REIMBERSEMENT IS NOT AUTHORIZED FOR OUT OF STATE APPLICATIONS

**TYPE OF APPOINTMENT**

PERMANENT AGR

**MAXIMUM RANK AND MOS**

Maximum rank for this position is Chief Warrant Officer (W04). The Supply Systems Technician must occupy a position required by the MTOE. This position requires that the incumbent be militarily assigned to a 920A0 MOS position within the unit of assignment. Selectee, if not MOSQ, must become qualified within the first 12 months of assignment.

**FOR ADDITIONAL INFORMATION**

Contact MSgt Delores Lamson, at DSN: 684-9331, commercial (603) 225-1331, fax (603) 225-1212, e-mail [delores.lamson@nh.ngb.army.mil](mailto:delores.lamson@nh.ngb.army.mil), or [kandy.fredette@nh.ngb.army.mil](mailto:kandy.fredette@nh.ngb.army.mil). DSN 684-9327 or commercial (603) 225-1327. Other job postings are available at [www.nhpeas.ang.af.mil/hro/JOBS/index.htm](http://www.nhpeas.ang.af.mil/hro/JOBS/index.htm).

**INSTRUCTIONS FOR APPLYING**

**MERIT:** 1. A short written request that you're interested in the position, include announcement number and reason for wanting the position. 2. Last five NCOER's. 3. Copy of DA Form 2-1.

**OPEN:** Applications for AGR vacancies must be submitted on a completed NGB Form 34-1 and include the following as a minimum.

- Announcement number and title of position
- Personnel Qualification Record (PQR)
- Last five NCOERs, if applicable
- Current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- Furnish three references with your application (name, phone number, address)
- Certified copy of DA Form 2-1
- Current or prior technicians must include a copy of your most current Standard Form 50 which annotates your technician status and grade
- Photograph in Class A uniform taken within the last 12 months (Polaroid Acceptable)
- DA 705 most recent APFT
- \* Most recent copy of DD 2808 (Report of Medical Examination stating PULHES/physical rating) NOTE: A complete Chapter 2 physical must be completed and approved prior to starting an AGR tour
- \* DD Form 214 or other verification of active service

**\*Required for applicants not presently in the AGR program**

**Applications must be received in the Human Resource Office (NHAG-HR) NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above.**

#### **OTHER PERTINENT DATA**

The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be **terminated** upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract re-coupment procedures. You will be required to complete a Police Records Check (DD369) and Release of Motor Vehicle Records form prior to AGR Tour.

#### **MAIL RESTRICTION**

Applications submitted at the government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a fax machine. FAXED applications will not be accepted. **Do not** include tabs dividers, books, booklets, or document protectors when submitting applications. See mailing address on front of job announcement.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The NH 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, membership or non-membership in an employee organization or any other non-merit factor.

#### **MINIMUM PREREQUISITES**

- Be a SGT (P) or above. Minimum of six years most recent experience in MOS 92Y
- BNCOC or ANCOC graduate in MOS 92Y
- GT score of 110
- Have documented a minimum of two years experience of serving as a Property Book NCO or Property Book Officer (applicants not meeting this prerequisite must have other documentation indicating their knowledge and skills of property book accounting and management experience)
- Have documented a minimum of one year successfully serving in a supervisory and/or leadership position.
- Provide a hard (paper) copy of three NCOER's, which reflect recent outstanding and exceptional duty performance ratings in MOS 92Y.

- Copy of three NCOER's must be provided even if already on service member's fiche.
- Have completed a minimum of six credit hours of college level English. (Successful completion of the English College Level Examination Program (CLEP) is the only acceptable substitute). Speech is not considered an English substitute. No waivers for the above prerequisites will be favorably considered.
- Selected individual must agree to attend required courses within the first year of assignment.

### **PERTINENT DATA**

The enlistment and Reenlistment Bonus, the Student Loan repayment Program incentive, and the Selected Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for military technician position or AGR Title 10 or Title 32 Tour. Recoupment may be required depending on the specific incentive contract recoupment procedures. POC SFC Arwine, x1323.

### **JOB DESCRIPTION**

This position is located in the Army National Guard, JFHQ-NH, and Deputy Chief of Staff Logistics (DCSLOG) Combat Service Support Automation Management Office (CSSAMO). Provides automated logistics Standard Army Management Information System (STAMIS) support to all State activities and organizations. Performs a wide range of specialized methods and techniques for planning, analyzing, and identifying problems; and developing and implementing resolutions in the organization, administrative, and systemic programs.

Serves as a primary point of contact (POC) for all matters pertaining to the fielding and operation of STAMIS CSS automated systems. Utilizes an extensive knowledge of logistics programs/operations and a clear understanding of automated systems to manage projects and programs for systems integration of CSS automation. Identifies funding requirements to support CSSAMO operations, justifies and submits budget requirements for State operating budget, and executes funds received.

Develops/implements programs to ensure software/interim change packages (SCP/ICP) are applied in proper order. Coordinates and communicates with Department of the Army (DA) and National Guard Bureau (NGB) regarding CSS operations and automated systems support. Assists functional users in automated CSS systems management and operation.

Resolves issues and problems concerning the effectiveness and efficiency of logistic STAMIS administrative and systemic work operations. Utilizes his/her knowledge of logistics management principles, policies, and procedures to implement, establish and execute operational plans and policies for the logistics STAMIS system. Conducts staff studies on a variety of subjects including comments and recommendations regarding regulations, directives and orders. Analyzes directives and regulations emanating from higher authority to determine the effect on operations, and devises methods and/or procedures for implementation. Coordinates deficiencies and/or discrepancies with those concerned and arrive at an acceptable solution to eliminate recurrence of unfavorable conditions. Coordinates and ensures compliance with policy, plans, programs, procedures and objectives established. Examines actions required and ensures that such actions are accomplished. Conducts continuous studies of operations to determine improvements in systems, procedures, and work methods to develop a more effective and economical operation. Performs and participates with superiors in operational planning and devising, or modifying the organizational structure, for the most effective accomplishment of the mission. Maintains a comprehensive and current knowledge of all State CSS automation projects functions and activities in order to make well-calculated decisions.

Provides direction and guidance to supported units/activities in the development and submission of automated systems problem reports and/or change proposals. Establishes procedures for and oversees the receipt, review, consolidation, and accounting of system problem reports and engineer change proposals (ECPs) submitted from other CSSAMO personnel and/or supported units/activities to ensure subsequent distribution to NGB. Develops such problem reports and ECPs as appropriate. Develops and establishes programs for administering the receipt, review, validation, distribution, and implementation of all CSS software received in the State, ensuring

proper installation, testing and evaluation. Establishes and ensures proper maintenance of a CSS resource library and the retrieval and disposal of CSS software.

Analyzes requirements, establishes programs/procedures ensuring effective coordination on CSS automation hardware systems and peripherals pertaining to the receipt, distribution, installation, and replacement of systems. Oversees or performs proper installation, testing and evaluation of CSS systems hardware. Identifies maintenance requirements and coordinates/ initiates corrective action. As appropriate, establishes a State CSS automation hardware float program and oversees the management of same ensuring accountability of exchanges.

Provides user-level assistance on supply/CSS operations and automated systems utilization. As appropriate, establishes, develops or oversees the coordination and administering of training programs for new and established CSS automated systems. Develops and/or coordinates the development and presentation of specialized training. Conducts training as required.

Assists units/activities with CSS automation continuity of operations plan (COOP), development and execution. Monitors the state automated CSS system network. Participates in fault isolation, problem resolution, and performance reporting or coordinates with appropriate official for resolution. Coordinates with DOIM on identifying, developing, establishing and maintaining CSS systems interfaces with and/or CSS utilization of the Reserve Component Automation System (RCAS) as appropriate.

As required, performs quasi-supervisory duties and responsibilities of the office. Plans overall work operations, sets priorities, and establishes objectives for the mission of the office. Oversees lower-graded subordinates as required.

Performs other duties as assigned.

FOR THE ADJUTANT GENERAL

DEBORAH L. CARTER, LT COL, NHANG  
Director of Human Resources