

LEADERSHIP SELECTION ANNOUNCEMENT

OPENING DATE: 13 September 2017

CLOSING DATE: 15 October 2017

POSITION TITLE: First Sergeant

LOCATION: Institute Support Unit, North Little Rock, AR

AREA OF CONSIDERATION

(1) Current Master Sergeant/First Sergeant in the Arkansas Army National Guard who hold MOSs in ALL career management fields (CMF) and meet all criteria listed in the qualification requirements.

(2) Any promotable Sergeant First Class (in Traditional or Military Technician Status) who hold MOSs in ALL career management fields (CMF) and meet all criteria listed in the qualification requirements in the Arkansas Army National Guard who hold and meet all criteria listed in the qualification requirements

QUALIFICATION REQUIREMENTS

Master Sergeants/First Sergeants: Must be capable and possess the leadership skills needed to be a First Sergeant. Must be able to successfully serve a minimum of 180 days as a First Sergeant. Must meet height/weight and APFT standards. Must not be flagged for any reason. Military Technicians must verify compatibility with their Technician position through the Human Resources Office. **If selected, Full Time Staff (FTS) must meet Command, Leadership, and Staff Assignment Policy (CLASP) criteria.**

Promotable Sergeant First Class: Must be on the current standing promotion list. Must have or be able to obtain a secret security clearance. Must be capable and possess the leadership skills need to be a Command Sergeant Major. Must have completed the Sergeant Majors Academy or enroll in the Sergeant Majors Academy. Must be able to complete a 3 year service obligation before reaching the maximum age requirements. Must meet height/weight and APFT standards. Must not be flagged for any reason. **If selected, Full Time Staff (FTS) must meet Command, Leadership, and Staff Assignment Policy (CLASP) criteria.**

OTHER REQUIREMENTS

Must be available for interview on **20 October 2017**, time to be determined. **Soldier will appear in Army Service uniform.** Soldiers will be contacted by phone NLT 17 October 2017 to schedule a time for interview.

PLACEMENT FACTORS

In accordance with AR 600-8-19 para 7-41, the board must first consider qualified serving MSGs/1SG, excess personnel, and lateral transfers prior to selecting an SFC from the list. However, first consideration does not guarantee selection.

PRIMARY DUTIES AND RESPONSIBILITIES

- a. Assists the commander in planning, coordinating, and supervising all activities that support the unit mission.
- b. Advises the commander on enlisted Soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- c. Coordinates unit administration to include submission of required reports, vehicular support, supply, and food service activities.
- d. Provides counsel and guidance to subordinate personnel
- e. Assists in inspection of or conduct inspections of unit activities and facilities, observes discrepancies and initiates corrective action.
- f. Assists the commander in performing the following training related tasks:
 1. Plan, conduct, evaluate, and assess unit training
 2. Ensure that trainers train to a standard
 3. Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.
 4. Plan and execute a battle-focused NCOEP.
 5. Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.
 6. Coordinate school quotas.
- g. Assist the commander with Unit Strength Maintenance.
 1. Execute the unit strength management plan
 2. Ensure 100% of all required retention interviews take place in a timely manner.
 3. Ensure an effective sponsorship program is implemented and maintained.
 4. Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.
 5. Liaison with the unit RRNCO to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

APPLICATION PACKET DOCUMENTATION

Soldiers should scan and email the following documents to ng.ar.arang.list.enlisted-promotions@mail.mil no later than 1500 hours on the closing date listed on this announcement. The application packet can also be submitted in person at Deputy Chief of Staff for Personnel Office, Building 7202, Camp Robinson, North Little Rock, Arkansas 72199-9600. **INCOMPLETE APPLICATIONS AND SOLDIERS WHO DO NOT MEET THE QUALIFICATION REQUIREMENTS WILL NOT BE CONSIDERED. Soldiers will interview for this position on 20 October 2017.** The Enlisted Branch will contact each qualified Soldier to coordinate time.

- a. ARNG Leadership Selection Board Checklist
- b. Biographical Sketch (NGR 600-200, Figure G-3)
- c. Updated Enlisted Record Brief (ERB) located at <https://arngg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx>
- d. DA 705 (last 4 record APFTs) along with DA Form 3349 (if applicable)
- e. DA 5500-R/5501-R (if applicable)
- f. Weapons Qualification Score Card (within the last 24 months)
- g. NCO Evaluation Reports (DA 2166-8) (last five)
- h. Any documents that are not in your OMPF that you believe will have an impact on your selection.

POC for Announcement: SSG Amanda Mackey at (501) 212-4062 or amanda.m.mackey2.mil@mail.mil.