

# LEADERSHIP SELECTION ANNOUNCEMENT

OPENING DATE: 13 September 2017

CLOSING DATE: 15 October 2017

POSITION TITLE: First Sergeant/SR Operations NCO

LOCATION: HHC, 1-153<sup>rd</sup> INF BN, Malvern, AR

**\*\* THIS POSITION IS ONLY OPEN TO ONBOARD AGR SOLDIERS IN THE RANK OF MSG/1SG AND SFC\*\***

## AREA OF CONSIDERATION

(1) Current Master Sergeant/1SG (in AGR Status) in the Arkansas Army National Guard who holds the MOS of 11Z and meets all criteria listed in the qualification requirements.

(2) Any promotable Sergeant First Class (in AGR status) in the Arkansas Army National Guard who holds the MOS of 11B4O or 11C4O and meets all criteria listed in the qualification requirements.

## QUALIFICATION REQUIREMENTS

**Master Sergeants/First Sergeant:** Must possess the MOS of 11Z. 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. Must have or be able to obtain a secret security clearance. Must be able to complete a 3 year service obligation before reaching maximum age requirements.

**Promotable Sergeants First Class:** Must be on the current standing promotion list. Must possess the MOS of 11B or 11C. 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. Must have or be able to obtain a secret security clearance. Must be able to complete a 3 year service obligation before reaching maximum age requirements.

## OTHER REQUIREMENTS

Soldier must be available for interview on **20 October 2017**, time to be determined.

**Soldier will appear in their Army Service Uniform.** Soldiers will be contacted by phone NLT 17 October 2017 to schedule the interview time.

## PLACEMENT FACTORS

In accordance with AR 600-8-19, para 7-41, the board must first consider qualified serving MSGs, excess personnel, and lateral transfers prior to selecting a SFC from the promotion list.

## SUMMARY OF DUTIES

- 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 NCO DP.
  - 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](mailto: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 the 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 this announcement is SSG Amanda Mackey at (501) 212-4062 or [amanda.m.mackey2.mil@mail.mil](mailto:amanda.m.mackey2.mil@mail.mil).