

LEADERSHIP SELECTION ANNOUNCEMENT

OPENING DATE: 15 March 2018

CLOSING DATE: 15 April 2018

POSITION TITLE: First Sergeant

LOCATION: HHC 239th BEB, Conway, AR

ORDER OF CONSIDERATION

- (1) Current Master Sergeant/First Sergeant in the Arkansas Army National Guard who hold the MOS 12X50 or 12X5M and meet all criteria listed in the qualification requirements.
- (2) Any promotable Sergeant First Class (in Traditional or Military Technician Status) who hold the MOS 12H, 12M, 12T, 12P, 12Q, or 12N.
- (3) Any current Master Sergeant in the Arkansas Army National Guard.
- (4) Any Sergeant First Class on the 1SG Leadership Board Selection List.

QUALIFICATION REQUIREMENTS

(1) Master Sergeants/First Sergeants: Must possess the MOS 12X50 or 12X5M. 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 possess a secret security clearance. 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.**

(2) Promotable Sergeants First Class: Must possess the MOS 12H, 12M, 12N, 12Q, 12P, or 12T. 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. 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.**

(3) Non-DMOSQ Master Sergeants/First Sergeants: Must possess any Army MOS IAW DA Pam 611-21. 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 possess a secret security clearance. 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.**

(4) Non-DMOSQ Promotable Sergeants First Class: Must possess any Army MOS IAW DA Pam 611-21. 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. 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.**

OTHER REQUIREMENTS

Must be available for interview on **20 April 2018 (subject to change)**, time to be determined. **Soldier will appear in the Army Service uniform.** Soldiers will be contacted by phone NLT 17 April 2018 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 a 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 NCODP.
 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 nq.ar.aranq.list.enlisted-promotions@mail.mil or amanda.m.mackey2.mil@mail.mil no later than 1500 hours on the closing date listed on this announcement. **INCOMPLETE APPLICATIONS AND SOLDIERS WHO DO NOT MEET THE QUALIFICATION REQUIREMENTS WILL NOT BE CONSIDERED.** **Soldiers will interview for this position on (tentative) 20 April 2018.** 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.