

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

30 April 2015

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #15-050
TITLE 32 USC SEC 502 (f)**

POSITION: Property Accounting Technician (920A)

GRADE: WO1 – CW2 (Also see Area of Consideration)

LOCATION: 133 EN BN, 11 Ordinance Road, Brunswick, ME 04011

CLOSING DATE: 08 May 2015

AREA OF CONSIDERATION: Open to currently assigned Maine Army National Guard AGR Enlisted Soldiers only, in the rank of Sergeant (E5) or above. (Also see Eligibility Requirement below).

MILITARY/FULL-TIME ASSIGNMENT: Selected applicant will be assigned full time as a 920A Warrant Officer in HHC, 133 EN BN, Maine Army National Guard.

ELIGIBILITY REQUIREMENTS: Applicants must have a minimum of 5 years experience in MOS 92Y and must be **eligible to become 920A qualified** IAW DA PAM 611-21 and meet the additional instruction.

ADDITIONAL INSTRUCTIONS: Interested individuals will work their request for predetermination through the Office of the Command Chief Warrant Officer. Request for predetermination packets must be submitted to CW5 Stevens to arrive **no later than 22 May 2015**. An interview board will be scheduled after the closing date to create a Selection OML. Individuals on the OML must have a predetermination approved by the Quartermaster School within 45 days of the board in order to be selected from the OML for this position. Instructions for completing this predetermination packet can be found at the following link <http://www.usarec.army.mil/hq/warrant/prerequ/WO920A.shtml>. Questions about becoming a Warrant Officer or this predetermination process should be directed to the Warrant Officer Recruiter, CW3 Carlo Paratore at 207-430-5644 or Carlo.t.paratore.mil@mail.mil

Current AGR Soldiers wishing to apply must have the concurrence of their chain of command, and if serving their initial 3 year AGR tour must have served at least 18 months in their initial duty assignment unless TAG has waived this requirement.

LENGTH OF TOUR: Extension of all AGR Soldiers beyond their initial tour is contingent upon recommendation by the supervisor and final approval by the Adjutant General.

JOB DESCRIPTION: See attached job description.

HOW TO APPLY: MEARNG AGR applicants will submit a memorandum of interest through their Chain of Command with a courtesy copy sent to HRO-AGR. - Memorandums must reach the HRO-

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AGR office NOT LATER THAN THE CLOSING DATE. Memorandums received after the closing date will NOT be considered. The inter-office distribution system may be used (no expense incurred to the government). Current Maine AGR Job announcements are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "Jobs" link. You may deliver your memorandum **in person**, or **send** them by:

- **Email** (*Preferred Method*) to , or
- **Non government fax** to MENG-HRO-AGR office at (207) 626-4246, or
- **U.S. mail** to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033".

You may deliver your application and other documents **in person**, or **send** them by:

- **Email** (*Preferred Method*) to ng.me.mearng.list.hro-agr-br@mail.mil or
- Non government fax to MENG-HRO-AGR office at (207) 626-4246, or
- U.S. mail to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

All Applicants are encouraged to contact HRO office at (207) 430-6025 or (207) 430-5906 to verify receipt of their application prior to the closing date of job announcement unless they have received an email confirmation of receipt from HRO.

APPOINTMENT: This position will be filled as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

\\\\\\\\\\\\\\SIGNED\\\\\\\\\\\\\\
CHRISTOPHER A. MERRILL
CW4, MEARNG
AGR Manager

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920A - Property Accounting Technician

SPECIAL DUTIES AND REQUIREMENTS-

Duties:

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 non-military 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. Administers 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.