

**IOWA ARMY NATIONAL GUARD  
M-DAY VACANCY ANNOUNCEMENT**

**POSITION VACANCY NUMBER:** MDV #25-010                      **CLOSING DATE:** Indefinite

**UNIT/DUTY LOCATION:** 185<sup>TH</sup> REG RTI / JOHNSTON

**MINIMUM RANK TO APPLY:** SGT (P)                              **DUTY MOS:** 92A38

**DUTY POSITION:** Instructor

**FULL-TIME STAFF POC:** SFC Trish Sego                      **PHONE:** (515) 252 - 4258

**LEADERSHIP POSITION/TYPE:** NO / Instructor

**ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION**

**GENERAL REQUIREMENTS:**

1. Not currently “Flagged from Favorable Personnel Actions” or under a “Bar to Reenlistment.”
2. A Soldier who has a remaining contractual service obligation due to an incentive contract for a specific MOS or UIC may apply for non-standard vacancies but will lose remaining incentive payments with the possibility of recoupment, as applicable. (does not apply to promotion to unit)
3. Must meet body composition standards in AR 600-9.
4. Must have a passing ACFT as of 26 November 2023.
5. Have a minimum of 3 years remaining service obligation upon assignment.
6. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, unusual foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. In regard to alcohol and drug abuse, the restriction does not apply to Soldiers declared rehabilitation successes under the ASAP.
7. Possess mature judgement and initiative and display good military bearing.

**MOS SPECIFIC REQUIREMENTS:**

1. Physical demands rating of Significant (Gray).
2. PULHES: 222222.
3. Qualifying scores.
  - (a) A minimum score of 90 in aptitude area CL.
  - (b) A minimum OPAT score of Standing Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in “Significant” (Gray).
4. Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.

**TRAINING:**

1. Phase 1: 25 Hours Virtual Learning
2. Phase 2: 3 Week Resident Course
3. Phase 3: 2 Week Resident Course

**SUMMARY OF DUTIES:**

The Automated Logistical Specialist supervises and performs management or stock

record/warehouse functions pertaining to receipt, storage, distribution, and issue, and maintains equipment records and parts.

1. Uses the Enterprise Resource Planning (ERP) systems to maintain stock records and other inventory, materiel control, accounting, and supply reports. Establishes and maintains accounting records, posts goods receipts and turn-ins. Reviews and verifies quantities received against bills of lading, contracts, purchase requests and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes, and stores or issues incoming materials and equipment. Conducts preventive maintenance checks and services (PMCS) on Long Life Reusable Containers (LLRC). Repairs and constructs fiberboard or wooden containers. Packs, crate, stencil, weigh and band equipment and materials. Construct bins, shelving, and other storage aids. Processes request and turn-in documents through warehousing section. Processes inventories, and warehousing documents. Performs shop stock list (SSL) duties in manual and automated supply applications. Prepares, annotates, and distributes shipping documents. Breaks down and distributes field rations. Operates material handling equipment (MHE). Perform accounting and sales functions in self-service supply. Uses ERP systems to simplify and standardize the collection and use of maintenance and material logistics data. Improves readiness management and visibility by providing equipment status and asset data. Raise the quality and accuracy of performance, cost, backlog, man-hour, and material information through improved maintenance management. Sets up and connects logistics communications enablers to ERP systems to effectively transmit logistics data between the enterprise.
2. Performs duties shown at preceding level of skill and provides technical guidance to junior graded personnel. Ensures that inventory and bin management are performed in accordance with established procedures. Instruct warehouse personnel in loading, unloading, segregation, palletizing and selection of stock and storage areas. Perform property disposal storage functions. Ensure application of special procedures for handling, storing, packaging, and shipping retrograde material. Performs analysis of history and activity files pertinent to ERP system rejected documents. Reviews recommended additions and deletions to authorized stockage list directed by Army expert ASL team. Maintains accounting records of property disposal activity. Review requests for major and controlled items. Reconcile activity records for monthly and quarterly reporting and status reviews. Manages controlled, critical, and reserve stocks and operational readiness floats. Perform financial management functions. Prepares data input and utilizes Automated Data Processing (ADP) output to assist in materiel management. Prepares reports on labor and equipment, available storage space, relocation of materiel, warehouse refusals and stock requirements. Assist unit maintenance personnel in planning maintenance program. Simplifies and standardizes the collection and use of maintenance data. Improves readiness management and visibility by providing equipment status and asset data. Responsible for the quality and accuracy of performance, cost, backlog, man-hour, and parts data through improved maintenance management. Plans and coordinates subsistence supply activity. Ensures subsistence items stockage objectives are met. Directs corrective action to minimize spoilage, flavor contamination and improper warehouse practices. Supervise the set up and connection of logistics communications enablers. Ensures communications enablers and ERP systems work in sync and troubleshoots when out of sync.
3. Performs supervisory duties shown in preceding levels of skill. Assigns duties, instructs and supervises subordinates in proper work techniques and procedures. Plans and analyzes operational data and reports to ascertain degree of conformity with established

policies, work standards and procedural directives. Reviews all goods movement through the storage activity ensuring all movements are completed within established time guidelines. Reviews and analyze business intelligence/business workplace (BI/BW) reports to identify deficiencies and determine ways to improve warehouse efficiency. Inspects and evaluates inventory management activities. Directs logistics personnel in establishment and maintenance of supply and inventory control management functions. Reconcile problems in the ERP system. Analyzes, establishes, and directs modification to authorized stock levels based on recommendations provided by the expert ASL team. Plans and organizes receipt, issue, storage, and maintenance of records for all classes of supply except CL III (Bulk), CL V and CL VIII. Ensures compliance with current regulations and directives pertaining to financial inventory, accounting, and stock funding. Determines current and projected repair requirements. Direct lateral redistribution of stock. Prepares and updates warehouse planograms. Conducts inspection of activities to ensure compliance with standards of serviceability, reclamation, salvage, and disposal procedures. Conduct warehousing surveillance and inspections IAW Care of Supplies in Storage (COSIS) program directives. Prepares reports on personnel and equipment availability, storage space, relocation of materiel and warehouse goods reversals. Serves as warehouse foreman, chief accountant, or accountable officer (if required). Establishes issue schedules and procedures. Manages and maintains communications enablers. Conducts execution management for planning logistics sustainment requirements at the brigade combat team (BCT) level. Conducts material management planning at sustainment brigade or higher element for tactical logistics requirements.

### **Application Documentation:**

A complete application packet consists of the following documents:  
(Packets will be in the following order)

1. Vacancy Announcement
2. Soldier Selection Board Record Brief
3. Last 3 NCOERs (if applicable)
4. APFT and Weigh Control History (DTMS History Report Printout)
5. MedPros Printout
6. Memo of Non-Flagging Actions (Must be signed by 1SG or Commander)
7. Incentives Counseling
8. ACASP supporting documentation (if applicable)

### **Application Instructions:**

Documents need to be scanned as **one PDF labeled as MDV# Last name i.e. 25-001 Snuffy.**  
Do not scan documents individually.

Where to forward application:

Mail: The Adjutant General of Iowa, ATTN: NGIA-PER-EPM, 7105 NW 70th Ave, Johnston, Iowa 50131-1824

Applications can be emailed to [ng.ia.iaarnng.list.per-epm@army.mil](mailto:ng.ia.iaarnng.list.per-epm@army.mil). The subject line of the email will be marked as "Application Packet for M-Day Vacancy # \_\_\_\_\_ - \_\_\_\_\_."

Applications must be received and stamped into this office no later than 1630 or close of business on the closing date of announcement. Incomplete or late packets will not be accepted.

**Documents need to be scanned as one PDF. Do not scan documents individually.**

**Packets not scanned as one document will be returned without action.**

**Notification Instructions:**

Notifications of selection/non-selection will be sent to the Soldier's Enterprise e-mail address via MSC PSNCO.

Questions concerning the contents of this notice may be directed to the Full Time Support POC listed on the front of this announcement.