

**Army AGR Vacancy Announcement
Human Resource Office
4794 Farman St, Bldg 442
Boise, Idaho 83705-8037**

NGID-HRO-AGR

30 April 2011

SUBJECT: ANNOUNCEMENT NUMBER: **11-011**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

POSITION TITLE:	Training NCO
UNIT IDENTIFICATION:	Co E 183rd AVN BN
TDA IDENTIFICATION:	WYQRE0
DUTY LOCATION:	Boise, Idaho
AUTHORIZED GRADE:	SPC – SGT (SSG if willing to accept reduction)
DUTY SSI OR MOS:	92A or ability to obtain
ELIGIBILITY:	Current Enlisted Members of the Idaho Army National Guard Only
GENDER LIMITATION:	None
CLOSING DATE:	13 May 2011

2. **EQUAL OPPORTUNITY:** The Idaho Army National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

3. The Idaho Army National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. Applicants must possess a valid State Motor Vehicles Operator permit.

5. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date this announcement, (ie PQRB, RPAM, MEDPROS).

a. Applications will not be accepted in binders or document protectors.

b. AGR Application Checklist on top of the application (refer to page 7). Documents must be organized in this manner.

c. NGB Form 34-1. <http://inghro.state.id.us/new/jobs/ngb34-1.pdf>

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d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 2 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Certified Height/Weight or DA 5500R not older than 30 days from the close date of this announcement.

g. DA 2-1 Personnel Qualification Record

h. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

i. DA Photograph in Class A uniform, taken within 12 months (snapshot acceptable).

j. DD Form 214 – if applicable.

k. Retirement Point Accounting Management (RPAM).

l. Current Personnel Qualification Report Part B (PQRB).

m. Copy of current Idaho Drivers License and military drivers license (if applicable).

n. Documentation supporting applicant's qualifications (ie resume).

o. All applicants must have or be able to obtain a secret security clearance (this is a condition of employment).

p. If an administrative reduction is necessary to accept this AGR appointment, complete a DA 4187 to request for Voluntary Reduction, sign, and include in your application packet.

q. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

6. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-HRO-AGR, ATTN: SGT Jacqueline White, 4794 Farman St, Bldg 442, Boise, ID 83705-8037, no later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

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7. Any Soldier currently under contract for an incentive, who accepts an AGR position (Title 10 or Title 32) will have their incentive terminated without recoupment. Acceptance of an AGR position does not affect Montgomery GI bill eligibility.

8. Soldiers entitled to Student Loan Repayment Program (SLRP) payments may still be able to receive payments upon acceptance of an AGR position. Please check with the incentive branch to see if you are eligible to continue under SLRP.

9. Soldiers ordered to active duty in the State (Title-32) AGR program will be entitled to Loan Repayment Program (LRP) payments as long as they remain serving under their initial contract and/or agreement for which CHELRP was awarded. If a Soldier must extend to meet AGR tour requirements he/she will receive a prorated amount until the effective date of new extension. Under no circumstances will a Soldier ordered to Federal (Title-10) AGR program be entitled to CHELRP payments, these Soldiers will receive a prorated amount for term served prior to effective AGR tour start date.

10. Subject to availability of funds; Permanent Change of Station (PCS) allowance is authorized for incumbents residing outside normal commuting distance as stated by USPFO PAM 37-106.

11. POC for further information is SGT Jacqueline White at DSN 422-4214/COM 208-272-4214 or jackie.d.white@us.army.mil.

//signed//
ARLIN J DE GROOT
MSG, IDARNG
AGR MANAGER

TRAINING NCO DUTIES & RESPONSIBILITIES

Responsible for preparing all Unit level training schedules and calendars, drawing from Command guidance, yearly training calendars, and other higher headquarter training guidance.

Maintain all Unit level training records.

Maintain computer program proficiency using Microsoft Office suite and Pure Edge; have functioning knowledge of AFCOS, RCAS, RFMSS, DTS and DTMS programs.

Assist in preparation of Unit Status Report.

Perform all administrative, logistical, and training functions to support Soldiers within the unit.

Submit through the Army Training Requirements and Resources System (ATRRS) accurate, timely, and complete request for Soldiers schooling applications.

Requisition and maintain required publications and forms.

Advise Company Commander and 1SG on all Unit training matters.

Maintain unit-manning board.

Maintain unit ARIMS files.

Assist other AGR soldiers in accomplishment of their daily duties, as required.

Ensure a tidy and clean Company office area.

Maintain MOS proficiency, to include NCOES requirements, APFT, Weight, and IWQ standards.

Perform additional duties as assigned.

Physical demands rating and qualifications for initial award of MOS.

Automated logistical specialists must possess the following qualifications:

(1) Physical demands rating of very heavy.

(2) Physical profile of 222222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 Jul 2004.

(4) Normal color vision.

AGR Application Checklist

Name:	SSN:	Training NCO	
Position # 11-011	Location: Boise, ID		
Phone number to be reached at for interview:			
<i>Required Documents</i>	Yes	No	Date
1. This Checklist			
2. NGB Form 34-1(Dated October 2002) (Must be signed by applicant)			
3. MEDPROS - Individual Medical Readiness Record			
A. Chapter 3 Physical (not more than 5 years old) or PHA within one year			
B. HIV Test (not be more than 5 years old).			
4. DA Form 705 (Army Physical Fitness Score Card)			
A. Must show minimum of last 2 record tests, most current test not older than 12 Months. A Statement explaining the absence of record tests will be Accepted. (Included DA 3349 if precluded from standard 3 event test)			
5. Certified Statement of Height and Weight or DA 5500-R			
A. Must not be older than 30 days.			
6. DA 2-1Personnel Qualification Record, or DA 4037 (Officer Record Brief) / (Enlisted Record Brief)			
A. Verify the following Requirements against DAPAM 611-21			
1. GT Score			
2. MOS Qualified			
7. Previous 5 (Enlisted DA 2166-8, (NCOER), (Officer DA 67-9, OER)			
A. Unit Commander Letter of Recommendation for E-4 and below			
8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)			
9. DD-214 (If not a current member of the ARNG)			
10. RPAM (Retirement Point Accounting Management) if current member of ARNG			
11. Personnel Qualification Report (PQR Part B) (GPVS 1790)			
12. Copy of State Motor Vehicles Operator Permit and Military Drivers license			
13. Documentation supporting applicant's qualifications (Resume) optional			
14. Security Clearance (if required)			
15. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)			