

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

NGID-HRO-AGR

20 March 2012

SUBJECT: ANNOUNCEMENT NUMBER: **12-001**

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:	DET 1/D/1-112th AVN S&S
TDA IDENTIFICATION:	WQRQD1
DUTY LOCATION:	Boise, Idaho
AUTHORIZED GRADE:	E4 – E5 for 15P2O and 92F2O; E4-E6 for 68W2F
DUTY SSI OR MOS:	15P2O, 92F2O or 68W2F or ability to obtain
ELIGIBILITY:	Current Enlisted Members of the Idaho Army National Guard. 68W candidates must volunteer for flight duty and complete qualifying physical exam for flight status as prescribed in AR 40-501
GENDER LIMITATION:	None
CLOSING DATE:	20 April 2012

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: SFC John Vanhorn, 4794 Farman St, Bldg 442, Boise, ID 83705-8037, no later than 1630 hours on the closing date specified in this announcement.** Mailing of application packets using military postage is prohibited.

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7. Acceptance of an AGR position may have an effect on Selected Reserve Incentive Programs, to include Bonus payments and/or Student Loan Repayment Program. This will not affect Montgomery GI Bill eligibility. Please check with the incentives branch to receive information on how an AGR position would affect you individually.

8. 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.

9. POC for further information is SFC John Vanhorn at DSN 422-4215/COM 208-272-4215 or john.vanhorn@us.army.mil

//signed//
JOHN L. VANHORN
SFC, IDARNG
AGR MANAGER

TRAINING NCO DUTIES & RESPONSIBILITIES

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

Maintain computer program proficiency using Microsoft Office software, Outlook, Smart Term (AFCOS) Pure Edge, and RCAS, RFMSS, and DTMS programs.

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

Assist in preparation of Unit Status Report.

Performs 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, individual request for schooling applications.

Drafts from Command Guidance, training schedules, yearly training calendars, and other training headquarters.

Maintains the unit training files and libraries pertaining to training.

Requisition and maintain required publications and forms.

Assist Commander with Army Substance Abuse Program.

Advise Company Commander and 1 SG on all unit issues and / or problems.

Maintain unit database on all assigned / attached soldiers.

Maintain unit alert roster.

Maintain the unit sponsorship program.

Maintain unit-manning board.

Maintain unit ARIMS files.

Prepare, submit, and track unit NCOERs.

Ensure a tidy and clean office area.

Perform additional duties as assigned.

Physical demands rating and qualifications for 15P MOS:

1. A physical demands rating of medium.
2. A physical profile of 222221.
3. Qualifying scores.
 - a. A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - b. A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - c. A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 July 2004.
4. A security eligibility of SECRET is required for the initial award and to maintain the MOS.
5. A U.S. citizen.
6. Alcohol and drug abuse as defined below will disqualify any Soldier or potential enlistee from this MOS. This disqualification will not be waived, even though the Soldier/potential enlistee satisfactorily completes the Army Substance Abuse Program (ASAP) or a civilian equivalent, except as specified below:
 - a. A medically diagnosed history of alcohol abuse as defined in the substance use disorder section of the Diagnostic and Statistical Manual , 4 th Edition, 2000(DSM IV) is disqualifying. Cdr, HRC may waive this disqualification after a Soldier/potential enlistee in this MOS successfully completes the ASAP Education, out-patient or inpatient programs, or its civilian equivalent, based on the recommendations of the chain of command and the Cdr, USA Aeromedical Center. A Soldier/potential enlistee who completes any aspect of ASAP and is involved in an additional offense involving alcohol or alcohol abuse will be immediately reclassified or denied enlistment in this MOS as a high risk.
 - b. Except as provided in (e) below, a wrongful or improper use of narcotic or other controlled substance or dangerous drug as defined by 21 USC 801, et seq, is disqualifying.
 - c. A positive result of urine test administered per AR 600-85 that leads to medical evaluation and a finding of "no diagnosis apparent, improper use" is disqualifying.
 - d. Except as provided in (e) below, a documented instance of the use, sale, transfer, possession, or manufacture of any narcotic or other controlled substance or dangerous drug as defined by 21 USC 801, et seq, is disqualifying. A documented instance includes conviction by any courts martial or any civilian court. Convictions include juvenile adjudication, non judicial punishment under Article 15, UCMJ, or voluntary confession after proper rights warning according to Article 31(b), UCMJ.
 - e. A Soldier or potential enlistee will not be disqualified for teenage civilian experimentation with marijuana or other cannabinoids disclosed in voluntary confessions of drug experimentation documented solely by information obtained from SF 2808, or SF 2807-2. (Experimentation is defined as one time use or casual use over a short period of time resulting from peer pressure.) The use disclosed must have occurred prior to the individual's eighteenth birthday and prior to enlistment in any armed force.

Physical demands rating and qualifications for 92F MOS:

1. A physical demands rating of very heavy.
2. A physical profile of 211221.
3. Normal color vision.
4. Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.
5. Qualifying scores.
 - a. A minimum score of 90 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - b. A minimum score of 88 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 86 in aptitude area CL and 85 in aptitude area OF on ASVAB tests administered on and after 1 July 2004.
6. Must possess a valid state motor vehicle operator license.

Physical demands rating and qualifications for 68W MOS:

Qualifications in subparagraphs (7), (8), (9) and (10) below are required for retention of MOS.

1. A physical demands rating of moderately heavy.
2. A physical profile of 111121.
3. No aversion to blood.
4. Per AR 600-8-19, promotion to MSG and SGM requires an interim eligibility clearance or higher.
5. Qualifying scores.
 - a. A minimum score of 105 in aptitude area ST and 110 in aptitude area GT in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - b. A minimum score of 102 in aptitude area ST and 110 in aptitude area GT on ASVAB tests administered on and after 2 January 2002 and prior to 1 July.
 - c. A minimum score of 101 in aptitude area ST and 107 in aptitude area GT on ASVAB tests administered on and after 1 July 2004.
6. Have a high school diploma or GED equivalency.
7. No history of alcoholism, drug addiction, indiscriminate use of habit-forming or dangerous drugs.
8. Must maintain a current, valid, unrestricted National Registry Emergency Medical Technician — Basic Certification to retain MOS 68W (SFC(P)s and MSGs are exempt from this requirement).
9. No history of a felony conviction.
10. No history of conviction of crimes involving:
 - a. An out of hospital patient or a patient or resident of a medical care facility.
 - b. Financial exploitation of a person entrusted to a care of the applicant.
 - c. Any weapons/ammunition/explosives/arson charges.
 - d. Any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics.
 - e. Violence against persons, animals or property.
 - f. Sexual misconduct.
11. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice) chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
12. Must volunteer for flight duty and complete qualifying physical examination for flight status as prescribed in AR 40-501.

<u>AGR Application Checklist</u>			
Name:	SSN:	Training NCO	
Position # 12-001	Location: Boise, ID		
Phone number to be reached at for interview:			
Required Documents	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. ASVAB Score Required			
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)			