

**Army AGR Vacancy Announcement
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112**

NGID-HRO-AGR

1 March 2013

SUBJECT: ANNOUNCEMENT NUMBER: **13-021**

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:	CO G(-) 145TH BSB
UIC:	WTQ2G0
DUTY LOCATION:	Idaho Falls, ID
AUTHORIZED GRADE:	E4 - E5 Only
DUTY SSI OR MOS:	91B or ability to obtain
ELIGIBILITY:	Open to Soldiers currently serving in the Idaho Army National Guard who hold the rank of SPC or SGT. SSGs may apply if willing to accept an administrative reduction.
GENDER LIMITATION:	None
CLOSING DATE:	15 March 2013

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 Vehicle Operator license

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 PQR, RPAM, MEDPROS).

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

b. AGR Application Checklist on top of the application. Documents must be organized in this manner.

c. NGB Form 34-1.

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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 5500 not older than 30 days from the close date of this announcement.

g. DA 2-1 and/or ERB.

h. Previous 5 DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4.

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

j. Retirement Point Accounting Management (RPAM).

k. Current Personnel Qualification Record (PQR).

l. Copy of current Idaho Drivers License and military driver's license (if applicable).

m. Documentation supporting applicant's qualifications (i.e. resume).

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

o. 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.

p. 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: SSG Jacqueline White, 4794 General Manning Ave, Bldg 442, Boise, ID 83705-8112, 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 MSG John Vanhorn at DSN 422-4215/COM 208-272-4215 or john.vanhorn@us.army.mil

//signed//

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

Physical demands ratings and qualifications for initial award of MOS. Wheeled vehicle mechanics must possess the following qualifications:

1. A physical demands rating of very heavy.
2. A physical profile of 222222.
3. Normal color vision.
4. Qualifying scores.

(a) A minimum score of 90 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 87 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of (87 in aptitude area MM and 85 in aptitude area GT) or a minimum score of 92 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.

5. Current equipment qualification record for all types of equipment maintained.

TRAINING NCO DUTY DESCRIPTION

Responsible for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individuals assigned. Ensures that training is conducted in accordance with Army training doctrine. Prepares for unit yearly training workshops to develop yearly training plan with unit leadership. Prepares for monthly unit training meetings. Prepares training schedules and plans for approval of commander and higher headquarters. Maintains training guidance and documents as required by higher headquarters. Prepares training and evaluation outlines and lesson plans. As required, completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtained equipment and other materials required for testing of personnel and training scorer/evaluators or test officers. Procures, designs, reproduces, and distributes a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit.

Assembles and maintains statistics on weapons qualification, crew qualifications, Army Physical Fitness Test, weight control, Common Task Testing, MOSQ and other critical data as required. Trains unit leaders on how to maintain leader books and other training material as directed by the command. Assist in preparing and maintaining the unit's Training Assessment Module (TAM).

Manages the military schools program of the unit. Coordinates with the higher headquarters to obtain quotas for personnel to attend school (Service, NCO, Special, etc). Manages use of school quotas, training support mandays and other training resources as allocated to the unit. Prepares and forwards requests for training for all unit members ensuring applicants are eligible to attend the school requested and all prerequisites have been met. Prepares automated requests for orders. Prepares or requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications.

Prepares correspondence for approval by commander or higher level supervisor. Prepares and completes administrative and personnel transactions for the unit. Accomplishes or reviews a variety of military personnel transactions including reenlistments, separations, promotions, duty assignments, transfers, medical evaluations, line of duty actions, security clearances, awards and decorations, retirements, etc., and forwards actions to a higher level military personnel office. Provides information and assistance to personnel in completing personnel actions. Provides technical assistance to unit personnel in the completion and maintenance of individual mobilization packets, ADSW Applications, and the publication of required personnel orders. Maintains accountability of personnel actions using SIDPERs Transmittal system, and or office transmittal system as appropriate.

Responsible for the management and maintenance of AFCOS for Pay and the timely submission of DA Form 1379.

- a. Reviews and corrects all Pay Inquiry Requests and Travel Vouchers.
- b. Request Travel/Active Duty Orders necessary for personnel to complete assigned tasks, Training, other requirements and processes them for pay
- b. Maintains and tracks financial transactions using a finance transmittal letter.
- c. Ensures submission of finance transactions in a timely manner.
- d. Prepares attendance rosters for IDT and Annual Training

Assist in maintaining working relationships with local officials, clubs, etc., for a variety of such purposes as armory security coordination with the police, suitability investigations, armory rental, unit participation in celebrations, or fund raising drives, and to provide public information about the National Guard. Works with community organization to obtain support for the National Guard. As directed, attends meetings as the National Guard representatives to effectively coordinate the National Guard's participation in civic activities.

As required, assists in completing supply transactions for the unit in the absence of the Supply NCO. Requisitions, receives, stores, issues, and accounts for supplies and equipment such as rations, ammunition, fuel, clothing, office supplies, forms and publications, communications equipment, small arms, tool sets, vehicles, etc. Posts, updates, and maintains in current stays unit property records such as hand receipts, and equipments checklists. Initiates reports of survey when necessary and statements of charges for lost, damaged, or destroyed property.

Performs recruiting duties to maintain the unit at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veteran's organizations and groups.

In the absence of janitorial staff, works with other assigned full time support personnel to care for, clean and maintain the National Guard Armory, including lawn care and general user maintenance.

Performs other duties as assigned

Required Formal Military Training:

- a. 91B MOST completed, based on military assignment MTOE/TDA (with-in 2 years of assignment).
- b. Professional Education Center (PEC) Camp Joseph T Robinson AR (Unit Training NCO, within 1 year of assignment).
- c. Required NCOES for this position is WLC/ALC.

AGR Application Checklist

Name:	SSN:		
Position #	Location:		
Phone number to be reached at for interview:			
Email address (if deployed):			
Required Documents	Yes	No	Date
1. This Checklist			
2. NGB Form 34-1 (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 / DA 5501			
A. Must not be older than 30 days.			
6. DA 2-1 Personnel Qualification Record and/or Enlisted Record Brief			
A. Verify the following Requirements against DA PAM 611-21			
1. ASVAB Score Required			
2. MOS or SQI required			
7. Previous 5 DA 2166-8 NCOER or Commander's Letter of Recommendation for E4			
8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)			
9. RPAM (Retirement Point Accounting Management) if current member of ARNG			
10. Personnel Qualification Report (PQR Part B) (GPVS 1790)			
11. Copy of State Motor Vehicles Operator Permit and Military Drivers license			
12. Documentation supporting applicant's qualifications (Resume) optional			
13. Security Clearance (if required)			
14. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)			

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is NGB-ARH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT

- AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.
- PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the Applicant. The original will be maintained by the Human resources Office for state records. For organizational use only.
- ROUTINE USES:** None.
- DISCLOSURE:** Voluntary; However, if not provided you will not be accepted into the AGR program.

POSITION ANNOUNCEMENT #:	POSITION TITLE:	
NAME: <i>(Last, First, Middle)</i>		DATE OF BIRTH: <i>(yyyymmdd)</i>
CURRENT HOME ADDRESS: <i>(Street, City, State, Zip Code)</i>		HOME PHONE: OFFICE PHONE:
<i>(Enlisted)</i> DATE OF ENLISTMENT:	GRADE:	MOS/SSI/AFSC: ETS DATE:
<i>(Officer/WO)</i> DATE OF FEDERAL RECOGNITION:	GRADE:	BRANCH: ROPMA/MRD DATE:

SECURITY CLEARANCE:

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS1. COLLEGE OR UNIVERSITY: *(Officer Applicants - Accredited Colleges only)*

Name, City & State	Date From	Date To	Degree Program	Credit Hours
Chief Undergraduate Subject:				
Chief Graduate Subject:				

2. OTHER SCHOOLS OR TRAINING: *(Vocational, Trade or Business)*

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS: Special skills and qualifications with office machines (Word Processing - WPM), wheel and track vehicles, etc. Also list any licenses or certificates held (Pilot, Nurse).

SECTION II - EMPLOYMENT HISTORYMay inquiry be made of your present employer regarding your character, qualification, and record of employment?
(A "No" answer will not affect your consideration for employment.)CHECK ONE: YES NO

1. NAME AND ADDRESS OF EMPLOYER:		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NO. OF EMPLOYEES YOU SUPERVISED:		
TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:			
DESCRIPTION OF WORK: <i>(Describe your specific responsibilities and accomplishments)</i>				
OTHER EMPLOYMENT				
2. NAME AND ADDRESS OF EMPLOYER:		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NO. OF EMPLOYEES YOU SUPERVISED:		
TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:			
DESCRIPTION OF WORK: <i>(Describe your specific responsibilities and accomplishments)</i>				

SECTION III - MILITARY HISTORY

1. MILITARY SERVICE: (Start with most recent service and show changes in grade and duty in reverse chronological order.)

FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY

2. MILITARY TRAINING:

FORMAL MILITARY SCHOOL TRAINING COMPLETED

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEKS	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

3. MILITARY QUALIFICATIONS (List any primary MOS/SSI which has been awarded on orders.)

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED (Service School, On-the-Job Training, Civilian Experience, etc.)

4. INDICATE ANY OJT WHICH IS QUALIFYING FOR A MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS.

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

YES	NO	(All Applicants Must Complete) Attach a separate sheet fully explaining any "YES" answers (except 9 & 10).
<input type="checkbox"/>	<input type="checkbox"/>	1. Within the last five years, have you been fired for any reason?
<input type="checkbox"/>	<input type="checkbox"/>	2. Within the last five years have you quit a job after being notified that you would be fired?
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?
<input type="checkbox"/>	<input type="checkbox"/>	4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3?
<input type="checkbox"/>	<input type="checkbox"/>	5. While in the military, have you ever been convicted by a General Court Martial?
<input type="checkbox"/>	<input type="checkbox"/>	6. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours by blood or marriage?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service?
<input type="checkbox"/>	<input type="checkbox"/>	8. Have you ever been removed from military service due to unsuitability?
<input type="checkbox"/>	<input type="checkbox"/>	9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)?
<input type="checkbox"/>	<input type="checkbox"/>	10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty?
<input type="checkbox"/>	<input type="checkbox"/>	11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?
<input type="checkbox"/>	<input type="checkbox"/>	12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including but not limited to relief from command in the past year?
<input type="checkbox"/>	<input type="checkbox"/>	13. Do you currently possess or is a report of suspension of favorable actions pending?
<input type="checkbox"/>	<input type="checkbox"/>	14. Have you voluntarily separated from the AGR Program in any state for one or more days within the past year? (ARNG Applicants Only)
<input type="checkbox"/>	<input type="checkbox"/>	15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?
<input type="checkbox"/>	<input type="checkbox"/>	16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by Headquarters, or Department of the Army Headquarters, within the past 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	17. Has met the minimum requirement for each fitness component in addition to scoring an overall score of 75 point or higher, per AFI 36-2905.

SECTION V - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to Personnel Specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE:

DATE: