

Idaho Joint Force Headquarters
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112

NGID-HRO-AGR

6 June 2013

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **13-026**

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: DET 1 CO D 1-112TH AVN S&S BN
UIC: WQRQD1
DUTY LOCATION: Boise, ID
AUTHORIZED GRADE: E4 to E5
DUTY SSI OR MOS: 15 CMF only with the ability to obtain 15P
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: 19 June 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. Applicants must possess a valid State Motor Vehicle Operator license

4. **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, i.e. PQR, RPAM, MEDPROS.

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

b. AGR Application Checklist dated June 2013 on top of the application. Documents must be organized in this manner.

c. NGB Form 34-1 (complete and signed).

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.

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e. Copies of all temporary and permanent profiles.

f. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last five record tests; most current test not older than one year. A statement explaining the absence of record tests is required.

g. Certified Height/Weight (HT/WT) or DA 5500 / DA 5501 (if applicable); not older than 30 days from the close date of this announcement. HT/WT on the APFT scorecard is NOT a substitute.

h. ERB (Enlisted Record Brief). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your ERB. Otherwise, documentation must be attached showing current ASVAB scores.

i. Previous 5 DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4 and below, to include E5s with insufficient time in grade.

j. DA Photograph in Class A uniform, taken within one year (an unofficial photograph is acceptable). If currently deployed, a photograph in ACUs is acceptable.

k. Retirement Point Accounting Management (RPAM).

l. Current Personnel Qualification Record (PQR).

m. Copy of current driver's license and military driver's license.

n. Documentation supporting applicant's qualifications i.e. resume, certificates, etc (optional).

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 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.

5. Mailing of application packets using military postage is prohibited. Application packets must arrive **no later than 1630 hours** on the closing date specified in this announcement to the following address:

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

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6. 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.

7. 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.

8. 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 rating and qualifications for initial award of MOS. Aviation Operations Specialists must possess the following qualifications:

1. A physical demands rating of light.
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. As per AR 600-8-19, promotion to MSG/SGM requires a security eligibility of an interim SECRET clearance or higher.
5. A U.S. Citizen.
6. Reclassification: Must meet the above qualifications and all prerequisites IAW AR 614-200 Chapter 3-19 and AR 40-501 Chapter 3. Must be in the grade of SGT (non-promotable) or below. Exceptions: Soldiers that have held MOS 15Q for a minimum of 12 months at skill level 1 or 2, 18 months at skill level 3 or 24 months at skill level 4. Soldiers that do not meet the above qualifications must submit a determination packet through National Guard Bureau, ATTN: NGB-ARNG-AV, 111 South George Mason Drive, Arlington, VA 22204-1382, (http://www.rucker.army.mil/usaace/opfd/iw_enlisted.html).
7. 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, 4th Edition, 2000 "text revision" (DSM-IV) (<http://www.psych.org/MainMenu/Research/DSMIV.aspx>) is disqualifying. Cdr, HRC may waive this disqualification after a Soldier/potential enlistee in this MOS successfully completes the Army 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 Title 21 United States Code (USC) Controlled Substances Act, Section 801, et seq, (<http://www.deadiversion.usdoj.gov/21cfr/21usc/801.htm>) is disqualifying.
 - c. A positive result of urine test administered per AR 600-85 The Army Substance Abuse Program, 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 DD Form (SF) 2808 Report of Medical Examination or DD Form (SF) 2807-2 Medical Prescreen of Medical History Report. (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 18th birthday, and prior to enlistment in any armed force.

8. MOS closed for reclassification to Soldiers who have been deemed permanently non-deployable in accordance with AR 614-30, AR 40-501, AR 220-1 and AR 600-8-101. Soldiers must meet the minimum criteria for retainability stated in AR 600-60, paragraph 4-2(b) and be fully deployable to all locations and echelons.

Duties & Responsibilities

1. Maintain computer program proficiency using Microsoft Office software, AFCOS, Pure Edge, and RCAS, RFMSS, MUPS, ATTRS, and DTMS programs.
2. Assist in preparation of Unit Status Report.
3. Performs all administrative, logistical, and training functions to support Soldiers within the unit.
4. Submit individual requests for schooling applications through the Army Training Requirements and Resources System (ATTRS) timely and accurately.
5. Drafts from Command Guidance, training schedules, yearly training calendars, and other training.
6. Maintain the unit training files and libraries pertaining to training.
7. Requisition and maintain required publications and forms.
8. Assist Commander with Army Substance Abuse Program.
9. Advise Company Commander and ISG on all unit issues and / or problems.
10. Maintain unit database on all assigned / attached Soldiers.
11. Maintain unit alert roster.
12. Maintain the unit sponsorship program.
13. Maintain unit-manning board.
14. Maintain unit ARIMS files.
15. Prepare, submit, and track unit NCOERs.
16. Ensure a tidy and clean office area.
17. Perform additional duties as assigned.