

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

NGID-HRO-AGR

5 September 2014

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **14-21**

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:** Central Property Book Officer (CPBO)  
**UNIT:** IDARNG JOINT FORCE HQ  
**UIC:** W8ARAA  
**DUTY LOCATION:** Boise, ID  
**AUTHORIZED GRADE:** W4  
**DUTY SSI OR MOS:** 920A or 920B  
**ELIGIBILITY:** Open to Warrant Officers currently serving in the Idaho Army National Guard who hold the rank of CW3 (with four years TIG minimum) to CW4. This will be a One Time Occasional Tour (OTOT) up to three years for Technician and M-Day Soldiers. An OTOT will not apply to AGR applicants.  
**GENDER LIMITATION:** None  
**CLOSING DATE:** 8 October 2014

2. **Technicians & M-Day Applicants Only:** This will be an AGR controlled grade authorization temporarily allocated to the Joint Force Headquarters. This opportunity is open to all Idaho Army National Guard Warrant Officers who hold the rank of CW3 (with four years TIG minimum) to CW4 that qualify for an OTOT. The successful applicant is required to execute a "Certificate of Agreement and Understanding OTOT" prior to accepting this tour. Consecutive OTOTs are not authorized. Upon completion of this tour, the applicant will return to a traditional status as a member of the Idaho Army National Guard

3. **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.

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, i.e. PQR, RPAM, MEDPROS.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **14-21**

- a. Applications will not be accepted in binders or document protectors.
- b. AGR Application Checklist dated September 2013 on top of the application. Documents must be organized in this manner. This can be found attached to this announcement or on iPort at: <http://ngid-iport/sites/jfhq/G1/HRO/Pages/default.aspx>.
- c. NGB Form 34-1 (completed 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.
- 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. ORB (Officer Record Brief).
- i. Previous 5 DA 67-9 (Officer Evaluation Report).
- j. DA Photograph in Class A uniform, taken within one year.
- 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. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **14-21**

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. 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**

9. POC for further information is MSG John VanHorn at DSN 422-4215/COM 208-272-4215 or [john.vanhorn@us.army.mil](mailto:john.vanhorn@us.army.mil)

JOHN L. VANHORN  
MSG, IDARNG  
Army AGR Manager

## **Central Property Book Officer Duties & Responsibilities**

This position is located in JFHQ-ID. The purpose of the position is to manage, coordinate, and supervise the Central Property Book Office for the state of Idaho, to include dissemination of information; managing personnel; determining technical training requirements; developing and conducting training for officer and enlisted personnel; and developing management plans for property accountability. Develops, coordinates, and monitors all federal equipment accountability processes. The CPBO is the primary accountable officer for all federal property accountability in the Idaho Army National Guard (IDARNG). Manages the state's property books utilizing Property Book Unit Supply - Enhanced (PBUSE) software. Answers directly to the G4 on all matters of equipment accountability in the IDARNG. Maintains a good working relationship with the G8/Property Management at United States Property and Fiscal Officer (USPFO). Manages and validates PBUSE access for all system users. Manages the daily use of PBUSE to accurately account for all non-expendable property and is directly responsible for accuracy of all PBUSE input. Manages the request, receipt, issue, and turn-in of all non-expendable property with Primary Hand Receipt Holders (PHRH) or designed representatives. Ensures all requisitions for the purchase of equipment, personal property, and supplies are properly reviewed for authorization and processed according to all applicable Army Regulations. Enforces the assignment of all property to PHRH using automated property hand receipts according to AR 710-2. Manages inventory lists and assists hand receipt holders as required in conducting inventories to ensure accuracy and meeting of regulatory requirements. Reviews policies and guidance from higher echelons pertaining to the maintenance of all federal property records and determines applicability to the AOR. Acts as the central point for processing the receipt, turn-in, and lateral transfer of equipment between all companies of the IDARNG and USPFO. Manages the reconciliation of all property book transactions in the IDARNG with USPFO. Preferably possesses thorough knowledge of applicable supply and property book regulations and procedures and properly supervises records and reports of asset visibility to Logistics Support Agency (LOGSA). Reviews and analyzes Logistics Army Authorization Document System (LOGTAADS). Updates and manages Modified Table of Organization and Equipment (MTOE) and Table of Distribution and Allowances (TDA) changes to determine effect to current and future equipment readiness and unit mission. Provides equipment data input to commanders for Unit Status Report (USR). Ensures that annual and special inventories are conducted by hand receipt holders and provides guidance concerning accountability procedures. Provides supervisors and hand receipt holders with discrepancy reports and instructions on proper handling of lost or damaged property.

## **Certificate of Agreement and Understanding OTOT**

### ***Section I - Applicability***

- a. Army National Guard commissioned officers, warrant officers, and enlisted Soldiers entering into the Active Guard Reserve (AGR) program on a One Time Occasional Tour (OTOT) must sign this certificate of understanding and agreement prior to issuance of AGR orders.
- b. This form will be completed only once and will remain in force during the entire period the individual serves on Full-Time National Guard Duty (FTNGD) unless the certificate is revised by NGB.
- c. A copy of this certificate will be given to the individual and a copy will be filed permanently in the AGR Management files.

### ***Section II - Active Guard Reserve (AGR) One Time Occasional Tour (OTOT) Conditions and Obligations***

(Soldier will initial on appropriate line)

\_\_\_\_\_ I understand that I am entering a period of AGR FTNGD on a One Time Occasional Tour (OTOT).

\_\_\_\_\_ I understand that this period of AGR FTNGD will not be renewed or continued.

\_\_\_\_\_ I understand that I will not be reviewed by any AGR tour review process while serving on an OTOT.

\_\_\_\_\_ I understand that, if I am eligible, I will be considered by the Qualitative Retention Board (QRB) or Selective Retention Board (SRB) while serving on an OTOT.

\_\_\_\_\_ I understand that serving an OTOT does not entitle me to entry into a career AGR state and that I will not be entered into a career status upon completion of an OTOT.

\_\_\_\_\_ I understand that I may apply for career AGR positions and, if selected, may terminate the OTOT and be placed on a career AGR initial tour.

\_\_\_\_\_ I will be subject to the State Code of Military Justice.

\_\_\_\_\_ I will be managed under the regulations and policies that apply to the Army National Guard and my State.

\_\_\_\_\_ I understand that I may be reassigned without my consent and without geographical limitations within the boundaries of the State to meet the needs of the service at any time. Failure to comply with orders is grounds for removal from active service without board action and that I may be subject to appropriate administrative action and proceedings under the State Code of Military Justice. I further understand that I will receive Permanent Change of Station (PCS) entitlements as a result of reassignment to a duty station outside the established local commuting distance.

\_\_\_\_\_ I understand that my voluntary entry into an OTOT does not guarantee that I will attain 20 years of Active Service for retirement.

**Certificate of Agreement and Understanding OTOT (continued)**

***Section III***

I have been counseled on and understand all of the conditions and service requirements in this certificate. No other conditions or promises were made to me as a condition of my service on an OTOT in the AGR Program.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Typed or Printed Name & Rank

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Typed or Printed Name & Rank of Counselor

\_\_\_\_\_  
(Signature)