

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

NGID-HRO-AGR

21 January 2015

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **15-03**

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: Assistant Operations SGT
UNIT: HHC(-) 116TH BSTB
UIC: WX42T0
DUTY LOCATION: Twin Falls, ID
AUTHORIZED GRADE: SGT / E5
DUTY SSI OR MOS: 12B Only
ELIGIBILITY: Open to current Enlisted Soldiers serving in the Idaho Army National Guard who hold the 12B MOS and the rank of SPC or SGT. SSGs may apply if willing to accept an administrative reduction.
GENDER LIMITATION: None
CLOSING DATE: 20 February 2015

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 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).

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 15-03

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. ERB (Enlisted Record Brief).

i. Previous five DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4s, to include E5s with insufficient time in grade.

j. Official DA Photograph in the Class A uniform (an unofficial photograph 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. 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.

5. 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.

6. 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
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7. POC for further information is MSG John VanHorn at DSN 422-4215/COM 208-272-4215 or john.vanhorn@us.army.mil

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

DUTIES AND RESPONSIBILITIES

Provides technical and tactical guidance to the Commander and Operations SGT / Officer for Engineer capabilities; assist the Operations Sergeant with the BN S3 section and Command Post, to include the supervision, training, and welfare of all assigned enlisted personnel; coordinates and conducts the set-up of the BN HQ for field operations; executes and manages the BN's training management program.

AGR duties include develop, implement and evaluate the administrative and personnel policies for the battalion. Provide oversight for and consolidate unit level feeder reports. Analyze and/or prepare the personnel reporting areas of the battalion organizational readiness report. Ensure the development and execution of the command level guidance for implementation of the Enlisted Promotion Management System. Ensure the timely completion of military personnel evaluation reports. Provide assistance and guidance in the preparation of officer promotion packets for required board actions. Responsible for planning and coordination of health service support (i.e. annual medical certification, vaccinations, physicals, profiles, medical review boards, etc) for the command. Assist in the preparation for and execute command level inspections in the area of personnel and administration. Plan for the establishment and operation of the Administrative and Logistics Operations Center (ALOC). Develop and implement tactical standard operating procedures for personnel and logistics.

- Knowledge of a wide range of military human resource management concepts, regulations, policies, and procedures sufficient to provide comprehensive guidance to the command and staff within the battalion and subordinate units.
- Knowledge of requirements as defined by the authorized or pending Modified Table of Organization and Equipment (MTOE) sufficient to analyze personnel and equipment authorizations to ensure desired level of personnel and logistical readiness posture is maintained.
- Knowledge of readiness factors and requirements in the areas of personnel and medical to enhance overall readiness of the organization
- Knowledge of administrative and personnel to direct and conduct subordinate unit inspections and assistance visits and evaluate the results.
- Knowledge of military laws, rules, or procedures pertaining to legal actions available to the command sufficient to advise battalion or subordinate leaders on appropriate courses of action.
- Knowledge of strength maintenance procedures and programs within the organization in order to develop and implement strength maintenance plans. Knowledge of the accession and appointment requirements for officer and warrant officer candidates sufficient to provide procedural guidance for the completion of commissioning and appointment packets.
- Knowledge of organizational missions and capabilities to perform presentations and briefings to community or military representatives and organizations.
- Knowledge of personnel deployment requirements sufficient to provide procedural guidance in the maintenance of individual mobilization files, review and monitor the status of personnel and medical deployment requirements, and the publication of required personnel orders.
- Ability to communicate through both oral and written communications sufficient to communicate ideas and guidance utilizing presentations, briefings, and correspondence.