

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

NGID-HRO-AGR

13 February 2015

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **15-06**

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 A(-) 116TH BSTB
UIC: WX42A0
DUTY LOCATION: Wilder, Idaho
AUTHORIZED GRADE: SSG / E6
DUTY SSI OR MOS: 35 CMF Only
ELIGIBILITY: Open to current Soldiers serving in the Idaho Army National Guard who hold a 35 CMF and hold the rank of SPC or SGT. SSGs and above may apply, subject to the following conditions: 1) Soldiers holding the rank of SSG and above, having accrued six or more years of Active Service (AS), will agree to a voluntary reduction to the rank of the graded position upon acceptance of position; 2) Soldiers holding the rank of SSG and above, having accrued less than six years of AS, will agree to a voluntary reduction to the rank of SGT upon acceptance of position.
GENDER LIMITATION: None
CLOSING DATE: 13 March 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.

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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. 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.

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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
Boise, Idaho 83705-8112**

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

Training NCO Duties & Responsibilities

1. Maintain computer program proficiency using Microsoft Office software, AFCOS, Pure Edge, RCAS, RFMSS, MUPS, DTS, and DTMS programs.
2. Performs all administrative, logistical, and training functions to support Soldiers within the unit.
3. Submit individual requests for schooling applications through the Army Training Requirements and Resources System (ATRRS) timely and accurately. Assist Soldiers in school/training preparation (i.e. pre-execution checklists, travel arrangements, and any additional needs).
4. Drafts from Command Guidance, training schedules, yearly training calendars, and other Training to support Company METL.
5. Maintain the unit training files and libraries pertaining to training IAW OIP inspections.
6. Requisition and maintain required publications and forms.
7. Assist Commander with Army Substance Abuse Program.
8. Advise Company Commander and 1SG on all unit issues and / or problems.
9. Maintain unit database on all assigned / attached soldiers.
10. Maintain unit alert roster.
11. Maintain the unit sponsorship program.
12. Maintain unit-manning board.
13. Maintain unit ARIMS files.
14. Create and distribute Company drill letter.
15. Additional duties as assigned.
16. Perform additional duties as assigned.

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 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.
- c. Maintains and tracks financial transactions using a finance transmittal letter.
- d. Ensures submission of finance transactions in a timely manner.
- e. 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. 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 statement 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 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

Training requirements:

- a. 35F MOST completed, based on military assignment MTOE/TDA (within 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