

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

NGID-HRO-AGR

4 June 2015

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

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:	Health Care NCO
UNIT:	IDAHO MEDICAL DETACHMENT
UIC:	W8Z3AA
DUTY LOCATION:	Boise, ID
AUTHORIZED GRADE:	SGT / E5
DUTY SSI OR MOS:	68W Only
ELIGIBILITY:	Open to current Enlisted Soldiers serving in the Idaho Army National Guard who hold the 68W MOS and the rank of SPC or SGT. SSGs may apply if willing to accept an administrative reduction.
GENDER LIMITATION:	None
CLOSING DATE:	1 July 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).

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 Army Service 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
Boise, Idaho 83705-8112**

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

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

Health Care NCO

INTRODUCTION

This position is located in a Detachment size unit of the Army National Guard. The primary purpose of the position is to serve as a Health Care NCO and conduct Medical Readiness operations and Administrative and Training tasks as needed.

DUTY DESCRIPTION

(1) Advises the Deputy State Surgeon and Senior Medical NCO on state medical readiness, operations and logistics. Duties include, but are not limited to, provider privileging, WTU/ CBWTU tracking. Ensures incoming /outgoing correspondence, regulations, and publications are reviewed, interpreted, and implemented.

(2) Provides training and assistance to unit leadership and fulltime personnel on reporting procedures and other matters pertaining to medical readiness within the State.

(3) Prepares and reviews lab and immunization standard operating procedures. Ensures proper storage, handling, shipment and reporting of immunizations and labs. Maintains an accurate inventory of all class VIII items and equipment necessary for mission accomplishment. Prepares and reviews draft correspondence for approval by DSS or higher level supervisor.

(4) Serves as the State HIV coordinator for the Center of Disease Detection.

(5) Coordinates physicals IAW AR 40-501 to maintain state medical readiness for AGR, ADOS, Aviators, M-day and special schools during the work week.

(6) Coordination with ISU and other State agencies to provide medical readiness guidance for units and individuals deploying or attending OCONUS TDY.

(7) Serves as the Annual Flu Vaccination Program Manager

(8) As directed, ensures the building is properly cared for and safeguarded. Safeguards the building and its contents by following building security plans, and monitoring security procedures to determine if unit members are adhering to guidelines. Coordinates with the janitor (when assigned) to ensure the building is cleaned and ready for use.

(9) As required, provides day-to-day supervision for AGR soldiers and dual status technicians. Prioritizes and assigns work to subordinates. Coordinates with higher level supervisors to fill vacancies. Incumbent refers problems to the proper command level to be solved. Ensures all employees are trained to complete day-to-day operations. Supervises contract or state employees as required.

(10) Performs other duties as assigned.