

**Army AGR Vacancy Announcement
Human Resource Office
4794 Farman St, Bldg 442
Boise, Idaho 83705-8037**

NGID-HRO-AGR

25 February 2011

SUBJECT: ANNOUNCEMENT NUMBER: **11-008**

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 IDENTIFICATION:	Co A 116th BSTB
TDA IDENTIFICATION:	WX42A0
DUTY LOCATION:	Wilder, Idaho
AUTHORIZED GRADE:	E6
DUTY SSI OR MOS:	35 CMF Only
ELIGIBILITY:	Open to current enlisted members of the Idaho Army National Guard that hold a 35 series MOS only
GENDER LIMITATION:	None
CLOSING DATE:	16 March 2010

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. The Idaho Army National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. Applicants must possess a valid State Motor Vehicles Operator permit.

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, (ie PQRB, RPAM, MEDPROS).

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

b. AGR Application Checklist on top of the application (refer to page 7). Documents must be organized in this manner.

c. NGB Form 34-1. <http://inghro.state.id.us/new/jobs/ngb34-1.pdf>

SUBJECT: ANNOUNCEMENT NUMBER: **11-008**

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. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 2 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Certified Height/Weight or DA 5500R not older than 30 days from the close date of this announcement.

g. DA 2-1 Personnel Qualification Record

h. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

i. DA Photograph in Class A uniform, taken within 12 months (snapshot acceptable).

j. DD Form 214 – if applicable.

k. Retirement Point Accounting Management (RPAM).

l. Current Personnel Qualification Report Part B (PQRB).

m. Copy of current Idaho Drivers License and military drivers license (if applicable).

n. Documentation supporting applicant's qualifications (ie resume).

o. All applicants must have or be able to obtain a top 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 for 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.

6. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-HRO-AGR, ATTN: SGT Jacqueline White, 4794 Farman St, Bldg 442, Boise, ID 83705-8037, no later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

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7. Any Soldier currently under contract for an incentive, who accepts an AGR position (Title 10 or Title 32) will have their incentive terminated without recoupment. Any unpaid portion of the incentive will be paid to the Soldier. Acceptance of an AGR position does not affect Montgomery GI bill eligibility.

8. Soldiers entitled to Student Loan Repayment Program (SLRP) payments may still be able to receive payments upon acceptance of an AGR position. Please check with the incentive branch to see if you are eligible to continue under SLRP.

9. Soldiers ordered to active duty in the State (Title-32) AGR program will be entitled to Loan Repayment Program (LRP) payments as long as they remain serving under their initial contract and/or agreement for which CHELRP was awarded. If a Soldier must extend to meet AGR tour requirements he/she will receive a prorated amount until the effective date of new extension. Under no circumstances will a Soldier ordered to Federal (Title-10) AGR program be entitled to CHELRP payments, these Soldiers will receive a prorated amount for term served prior to effective AGR tour start date.

10. 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.

11. POC for further information is SGT Jacqueline White at DSN 422-4214/COM 208-272-4214 or jackie.d.white@us.army.mil.

//signed//
ARLIN J DE GROOT
MSG, IDARNG
AGR MANAGER

A. INTRODUCTION

This position is located in a Company/Battery/Troop or Detachment size unit of the Army National Guard (ARNG). Primary purpose of this position is to function as the full-time support member responsible for preparation, documentation, and management of military training for the organization.

B. DUTIES AND RESPONSIBILITIES

(1) Responsible for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individuals assigned.

a.) Ensures that training is conducted in accordance with Army training doctrine.

Prepares training guidelines, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Prepares for unit yearly training workshop to develop 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. Prepares automated requests for orders. Prepares correspondence for approval by commander or higher level supervisor. As required, completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtaining 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.

b.) Ensures the Command Language Program (CLP) training schedules, plans, records and evaluations are properly controlled and conducted in accordance with Army Regulations. Coordinates with Unit Command Language Program Manager (CLPM), other CLPMs within the language community and State CLPM to ensure language programs are effective and efficient in both operations and training programs.

(2) Requests, allocates, and monitors the usage of training ammunition for the unit. Ensures ammunition requests are submitted and fully justified and in-keeping with authorization and issuance of ammunition. Forwards unit's request for training ammunition

(3) Manages the military schools program of the unit.

a.) Coordinates with higher headquarters to obtain quotas for personnel to attend schools (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 or requests the appropriate personnel actions (e.g. ASI or MOS award) upon completion of required training and other qualifications.

b.) Understands the complexity of Military Intelligence (MI) schools and required training to qualify the MOSs assigned to the MI Company. Coordinates with a diverse group of organizations within the military to schedule and manage MI schools associated with the Total Defense Language Program, Foundry Program and the United States Army Intelligence Center at FT Huachuca.

(4) Coordinates, schedules, and monitors the use of training facilities, areas and ranges for annual and inactive duty training.

a.) Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives. Initiates requests for equipment training support to higher, adjacent, and other military commands to support unit training objectives. As directed, operates and maintains indoor firing range facility. Develops the unit Mission Essential Task List (METL) and provides input for the yearly training plan. Assembles and maintains statistics on weapons qualification, crew qualifications/table certifications, Army Physical Fitness Test, weight control, Common Task Testing, Military Occupational Skill Qualification and other critical data as required. Trains unit leaders on how to maintain leader books

and other training material as directed by the command. Prepares and maintains the unit's Training Assessment Module (TAM).

b.) Makes recommendations regarding language program and Foundry Program training facilities best suited to achieve the goals and intent of the MI Companies training objectives.

(5) Assists in maintaining working relationships with local officials, clubs, etc., for a variety of such purposes as armory security coordination with police, suitability investigations, armory rental, unit participation in celebrations, or fund raising drives, and to provide public information about the National Guard. Works with community organizations to obtain support for the National Guard. As directed, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities.

(6) As required, assists in completing supply transactions for the unit in the absence of the Supply NCO/Technician. 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 status unit property records such as hand receipts, and equipment checklists. Initiates reports of survey when necessary and statements of charges for lost damaged or destroyed property.

(7) As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters.

(8) 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, veterans' organizations, schools, active duty recruiters and other organizations and groups. Participates in school activities such as "career days" for the purpose of informing individuals and groups of the benefits of belonging to the National Guard.

(9) In the 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.

(10) Performs other duties as assigned.

C. SUPERVISORY CONTROLS

The incumbent receives day-to-day supervision from the senior full time support (FTS) member for the unit. The unit commander and senior FTS member provides policies, goals, and objectives for the unit and relies on the incumbent to plan, organize, determines methods and techniques. Work is generated through established workflow on the incumbent's own initiative. Authority is delegated to the incumbent to act independently in the area of training administration. The senior FTS member provides administrative and technical supervision or refers the incumbent to a subject matter specialist within the organization or at higher headquarters for advice and assistance. Work results are reviewed for adequacy and soundness of decisions

Physical demands rating and qualifications for initial award of MOS.

Intelligence analysts must possess the following qualifications:

- (1) A physical demands rating of heavy.
- (2) A physical profile of 222221.
- (3) Normal color vision.
- (4) Qualifying scores.
 - (a) A minimum score of 105 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 102 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 101 in aptitude area ST on ASVAB tests administered on and after 1 July 2004.
- (5) The Soldier must meet TOP SECRET (TS) Sensitive Compartmented Information (SCI) access eligibility requirements to be awarded this MOS. For training; Soldiers must meet TS with SCI access eligibility requirements or an interim TS with SCI access granted from the Central Clearance Facility (CCF).
- (6) A high school graduate or equivalent prior to entry into active duty.
- (7) MOS closed for reclassification into SFC, MSG and SGM except for those Soldiers within CMF 35.
- (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 minimum criteria for retainability stated in AR 600-60 (para 4-2.b) and be fully deployable to all locations and echelons.
- (9) Never been a member of the U.S. Peace Corps, except as specified in AR 614-200 (para 3-2.d).
- (10) Not have information in official military personnel file, Provost Marshal, intelligence, or medical records that would prevent the granting of TOP SECRET security eligibility under AR 380-67 (Para 3-401.a).
- (11) No record of conviction by court-martial.
- (12) No record of conviction by a civil court for any offense other than minor traffic violations.
- (13) Must be a U.S. citizen.
- (14) Soldier and spouse must not have immediate family members who reside in a country within whose boundaries physical or mental coercion is known to be common practice, either against-
 - (a) Persons accused of acting in the interest of the U.S. or
 - (b) The relatives of such persons to whom they may reasonably be considered to be bound by ties of affection, kinship, or obligation. Immediate family for both Soldier and spouse includes both blood and step-: parents, spouse, children, sisters, brothers, any sole living blood relative, or a person in loco parentis per AR 600-8-10.
- (15) Have neither commercial nor vested interest in a country within whose boundaries physical or mental coercion is known to be a common practice against persons acting in the interest of the U.S. This requirement applies to the Soldier's spouse as well.
- (16) Meet career management and development criteria contained in AR 614-200 and DA Pam 351-4.
- (17) Formal training (completion of MOS 35F course conducted under the auspices of the U.S. Army Intelligence Center of Excellence (USAICOE) , Ft Huachuca, AZ) mandatory.
- (18) Be advised that due to the nature of training and assignments, temporary restrictions may be placed on foreign travel both during and after the term of service.

AGR Application Checklist

Name:	SSN:	Training NCO	
Position # 11-008	Location: Wilder, ID		
Phone number to be reached at for interview:			
Required Documents	Yes	No	Date
1. This Checklist			
2. NGB Form 34-1 (Dated October 2002) (Must be signed by applicant)			
3. MEDPROS - Individual Medical Readiness Record			
A. Chapter 3 Physical (not more than 5 years old) or PHA within one year			
B. HIV Test (not be more than 5 years old).			
4. DA Form 705 (Army Physical Fitness Score Card)			
A. Must show minimum of last 2 record tests, most current test not older than 12 Months. A Statement explaining the absence of record tests will be Accepted. (Included DA 3349 if precluded from standard 3 event test)			
5. Certified Statement of Height and Weight or DA 5500-R			
A. Must not be older than 30 days.			
6. DA 2-1 Personnel Qualification Record, or DA 4037 (Officer Record Brief) / (Enlisted Record Brief)			
A. Verify the following Requirements against DAPAM 611-21			
1. GT Score			
2. MOS Qualified			
7. Previous 5 (Enlisted DA 2166-8, (NCOER), (Officer DA 67-9, OER)			
A. Unit Commander Letter of Recommendation for E-4 and below			
8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)			
9. DD-214 (If not a current member of the ARNG)			
10. RPAM (Retirement Point Accounting Management) if current member of ARNG			
11. Personnel Qualification Report (PQR Part B) (GPVS 1790)			
12. Copy of State Motor Vehicles Operator Permit and Military Drivers license			
13. Documentation supporting applicant's qualifications (Resume) optional			
14. Security Clearance (if required)			
15. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)			