

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

NGID-HRO-AGR

10 March 2011

SUBJECT: ANNOUNCEMENT NUMBER: **11-009**

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:	Readiness NCO
UNIT IDENTIFICATION:	938th ENG DET
TDA IDENTIFICATION:	WQV1AA
DUTY LOCATION:	Driggs, Idaho
AUTHORIZED GRADE:	E4-E6
DUTY SSI OR MOS:	12M or ability to obtain
ELIGIBILITY:	Open to Soldiers currently serving in the Idaho Army National Guard. Applicant must be willing to live within 20 miles of the Driggs Armory and become part of the Driggs community.
GENDER LIMITATION:	None
CLOSING DATE:	12 April 2011

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>

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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 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. 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

Company Readiness NCO

1. The primary purpose of this position is to represent the commander in day-to-day operations. Plans and provides assistance to ensure the required training, personnel, administration, logistics, strength and public relations objectives are achieved and requirements are accomplished. Provides overall guidance for the full-time force of the unit. Anticipates and recommends solutions for the needs of the unit in all aspects of mobilization readiness. Provides day-to-day supervision of all unit FTS employees.

DUTIES AND RESPONSIBILITIES

1. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures the unit develops, updates, and maintains comprehensive mobilization plans. Duties include, but are not limited to, preparation of the unit's required mobilization reports and documents such as transportation reports, load plans, movement plans, post mobilization training support, and alert rosters. Reviews and implements mobilization directives. Ensures the completion of security clearance requirements. Ensures incoming correspondence, regulations, and publications are reviewed, interpreted, and implemented.

2. Serves as primary point of contact for input into the unit readiness reports. Performs continuous analysis and refinement of unit readiness data to ensure validity, currency, accuracy, and availability to the battalion headquarters. Provides training and assistance to commander, and unit personnel, on reporting procedures and other matters pertaining to readiness.

3. Manages the military school program of the unit. Coordinates with higher headquarters and/or Deputy Chief of Staff, Operations Training Branch, to obtain quotas for personnel to attend schools (Service, NCO, Special, etc.). Monitors the expenditure of funds for additional training assemblies. Monitors use of school quotas, training support man days, and other training resources when they are allocated to the unit. Ensures school applicants are eligible to attend the schools and all prerequisites are met.

4. Prepares and/or reviews training directives, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Reviews or prepares training schedules and plans for approval of commander and higher headquarters. Ensures the maintenance of training guidance and documents as required by higher headquarters. Prepares and/or reviews automated requests for orders. Prepares and reviews draft correspondence for approval by commander or higher level supervisor. As required, reviews or completes training expenditure forecasts. Ensures coordination of all 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. Ensures the procurement, design, reproduction, and distribution of a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit.

5. Forecasts, 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. Reviews and forwards unit request for training ammunition.

6. As directed, ensures the armory is properly cared for, safeguarded and the process for rental of the facility is handled in accordance with governing directives. Safeguards the building and its contents by developing building security plans, testing intrusion detection systems, and monitoring security procedures to determine if unit members are adhering to guidelines. Serves as the automation terminal security officer (TSO) for the unit. Coordinates with the janitor (when assigned) to ensure the building is cleaned and ready for use by organizations during their scheduled events.

Company Readiness NCO (cont'd)

Determines the propriety of the purposes for requested use of the facility. Denies use of the building when the purpose for its use is improper or if the requesting group has undesirable characteristics. Accounts for the monies received from armory rental and armory operating funds. Prepares armory financial status reports and forwards to higher headquarters. Manages the facility obligations, to include payments as required, for repairs and/or utilities.

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

8. Coordinates the recruiting and retention efforts of the unit with full time Recruiting and Retention personnel. 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 in joining the National Guard.

9. In the absence of assigned janitorial staff works with other assigned full time support personnel, to care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance.

10. 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.

11. Performs other duties as assigned.

12. Required Military Education:

- a. MOST with-in 1 year of assignment
- b. HRR-020 Unit Readiness NCO with-in 1 year of assignment
- c. HRR-011 ARNG Basic HR Course
- d. LTC-027 Unit Supply Personnel Course
- e. NCOES as required WLC - ANCOC

Physical demands rating and qualifications for initial award of MOS.

Firefighters must possess the following qualifications:

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 111121.
- (3) Normal color vision.
- (4) Qualifying scores.

(a) A minimum score of 90 in aptitude area GM in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 88 in aptitude area GM on ASVAB tests administered on and after 2 January 2002.

- (5) No record of pyrophobia, acrophobia, or claustrophobia.
- (6) Must possess a valid state motor vehicle operator license.

AGR Application Checklist

Name:	SSN:	Readiness NCO	
Position # 11-009	Location: Driggs, 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)			