

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

NGID-HRO-AGR

26 April 2011

SUBJECT: ANNOUNCEMENT NUMBER: **11-010**

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:	Supply SGT
UNIT IDENTIFICATION:	HHC 183rd AVN BN
TDA IDENTIFICATION:	WYQRT0
DUTY LOCATION:	Boise, Idaho
AUTHORIZED GRADE:	SPC – SGT (SSG if willing to accept reduction)
DUTY SSI OR MOS:	92Y (Must already have the MOS)
ELIGIBILITY:	Current Enlisted Members of the Idaho Army National Guard Only
GENDER LIMITATION:	None
CLOSING DATE:	19 May 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 USPF0 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

DUTIES AND RESPONSIBILITIES

(1) Responsible to provide technical assistance to subordinate units, the headquarters logistics section, or other staff sections concerning logistics and maintenance management; Assists in providing proficiency training for logistical personnel within the command. Reviews current and future equipment authorization documents and provides recommendations for modification; Performs random reviews of subordinate unit expendable / durable requisitions. Assists in verifying property listings to ensure non-expendable quantities are commensurate with authorized levels of current or future authorization documents. Reviews current due-in status of back orders and identifies issues or problems. Assists on supply and maintenance discipline inspections and other like evaluations of subordinate logistical operations. Audits personal clothing records at subordinate elements; Examines organization clothing and individual equipment (OCIE) reports to ensure the completion of supply actions of subordinate units; Inspects OCIE records for procedural completeness, accountability, accuracy, and agreement with automated management systems; Reports findings and critical problem areas to appropriate command levels. Coordinates lateral transfers of excess clothing and equipment within the organization.

(2) Provides input for the development of command logistics policies. Consolidates unit level logistics feeder information for the organizational readiness report; Assists in preparing logistics plans for scheduled training. Coordinates for the receipt and issue of billeting, equipment, and supplies for training; Reviews Financial Liability Investigation of Property Loss, Cash Collection, and Statements of Charges for property loss or damage; Reviews and forwards adjustment documents. Assists in monitoring high priority requisitions, reviews on-hand levels of equipment, identifies equipment excess and shortages, and reviews and coordinates transfers of equipment. Assists in coordinating the receipt, inventory, and issue of new equipment fielded to the organization; Prepares reports and schedules repair or maintenance of GSA vehicles. Reviews, monitors, and forwards logistics correspondence and documents.

(3) Performs as a technical specialist in food service administration; Reviews and forwards subsistence requests and consumption reports. Reviews AT and IDT food service records and provides guidance to logistical and food service personnel. Prepares requests and provides and coordinates receipt of bulk and package petroleum, oil, and lubricants (POL). Coordinates and completes turn-in actions for POL. Prepares or assists in the preparation of ammunition and residue; Forwards reports of ammunition usage for reconciliation; Coordinates the request, issue, and turn-in of medical supplies; Maintains hazardous materials handling and environmental safety certifications. Assists with the transportation of equipment scheduled for requests for movement of equipment and personnel. Assists with the transportation of equipment scheduled for repair or maintenance. Prepares correspondence and maintains logistical records and files.

(4) Must possess a working knowledge of the Property Book Unit System-Enhanced (PBUSE), FED LOG, Integrated Materiel Automation Program (IMAP), and Logistics Information Warehouse (LIW), and FMSWEB (formerly Webstads).

(5) Must have basic accounting skills and be able to manage and execute a yearly budget; Experience with submitting contracts and procuring items through non-military chains; will be required to act as a Card Holder for the Battalion Purchase card system.

(6) Should be Proficient in Microsoft Office, especially Outlook, Word and Excel software; should possess excellent verbal and written communication skills, as well as presentation skills.

(7) Should have strong decision making ability and attention to detail; Ability to work as a team player and demonstrate personal initiative to complete the work of the team as a whole; Must be highly reliable and capable of meeting work schedule consistently and have the ability to handle a high volume of work with accuracy and efficiency; Will be required to operate in a fast-paced environment with changing priorities.

(8) May be required to coordinate with local officials, service organizations, etc., for a variety of purposes: armory security coordination with police, rental of the armory, recruiting activities, and organizational participation in celebrations; May coordinate the equipment requirements to support school activities such as "career days" for the purpose of informing individuals and groups of the benefits of belonging to the National Guard.

AGR Application Checklist

Name:	SSN:	Supply SGT	
Position # 11-010	Location: Boise, 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)			