

**ARMY AGR VACANCY ANNOUNCEMENT
HUMAN RESOURCE OFFICE
4794 FARMAN ST., BLDG 442
BOISE, IDAHO 83705-8112**

NGID-HRO-AGR

21 July 2011

SUBJECT: ANNOUNCEMENT NUMBER: **11-014**

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 / Section SGT
UNIT IDENTIFICATION:	Det 1, 126th Engineer Company
TDA IDENTIFICATION:	WPM9A1
DUTY LOCATION:	Orofino, Idaho
AUTHORIZED GRADE:	SPC – SSG (SFC if willing to accept reduction)
DUTY SSI OR MOS:	12N30 or ability to obtain
ELIGIBILITY:	Open to Soldiers currently serving in the Idaho Army National Guard
GENDER LIMITATION:	None
CLOSING DATE:	1 September 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 6). Documents must be organized in this manner.

c. NGB Form 34-1. <http://inghro.state.id.us/hr/forms/agr/ngb34-1.pdf>

SUBJECT: ANNOUNCEMENT NUMBER: **11-014**

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 of explanation for 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. Deployed soldiers may email their packets to SGT Jacqueline White at jackie.d.white@us.army.mil. Please include a valid email address on the AGR Application Checklist to be reached at to set up an interview.

SUBJECT: ANNOUNCEMENT NUMBER: **11-014**

7. 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.
8. Any Soldier currently under contract for an incentive, who accepts an AGR position (Title 10 or Title 32) will have their incentive terminated without recoument. Acceptance of an AGR position does not affect Montgomery GI Bill eligibility.
9. 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.
11. 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.
12. 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.
13. 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

TRAINING NCO DUTY DESCRIPTION

This position is located in a company size unit of the Army National Guard. The primary purpose of the position is to serve as a company Training NCO and conduct Administrative, Training, and Readiness operations.

(1) Responsibility for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individual assessments for the unit and individuals assigned. 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, obtained equipment and other materials as 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.

(2) 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 manning days 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 action (e.g. ASI or MOS award) upon completion of required training and other qualifications.

(3) Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives. Initiates requests for equipments training support to higher, adjacent, and other military commands to support unit training objectives. As directed, operate and maintain 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 qualifications, 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. Assist in preparing and maintaining the unit's Training Assessment Module (TAM).

(4) Assist in maintaining working relationships with local officials, clubs, ect., 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 the public information about the National Guard. Works with community organization 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.

Training NCO Duty Description Continued

(5) 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 stays 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.

(6) 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.

(7) 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.

(8) 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.

(9) Performs other duties as assigned.

Physical demands rating and qualifications for initial award of MOS

Horizontal construction engineer must possess the following qualifications:

- (1) Physical demands rating--N/A.
- (2) A physical profile of 222221.
- (3) Red/green color discrimination.
- (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 90 in aptitude area GM on ASVAB tests administered on and after 2 January 2002.

AGR Application Checklist

Name:	SSN:	Training NCO / Section SGT	
Position # 11-014	Location: Orofino, ID		
Phone number to be reached at for interview:			
Email address to be reached at for interview (if deployed):			
Required Documents	Yes	No	Date
1. This Checklist			
2. NGB Form 34-1 (Dated October 2002) <i>(Must be signed by applicant)</i>			
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. ASVAB Score Requirement			
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)			