

**Army AGR Vacancy Announcement
Human Resource Office
4794 General Manning, Bldg 442
Boise, Idaho 83705-8112**

NGID-HRO-AGR

3 July 2012

SUBJECT: ANNOUNCEMENT NUMBER: **12-004**

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:	Aviation Safety Officer
UNIT:	ID OP SPT AIRLIFT DET 35
UIC:	W7Y435
DUTY LOCATION:	Boise, Idaho
AUTHORIZED GRADE:	W2-W4
DUTY SSI OR MOS:	155EB or ability to obtain
ELIGIBILITY:	Open to warrant officers currently serving in the Idaho Army National Guard
GENDER LIMITATION:	None
CLOSING DATE:	15 August 2012

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 PQR, 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 5500/DA 5501 not older than 30 days from the close date of this announcement.

g. DA 2-1 and/or ORB.

h. Previous 5 DA 67-9 (Officer Evaluation Report).

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

j. Retirement Point Accounting Management (RPAM).

k. Current Personnel Qualification Record (PQR).

l. Copy of current Idaho Drivers License and military driver's license (if applicable).

m. Documentation supporting applicant's qualifications (i.e. resume).

n. All applicants must have or be able to obtain a secret security clearance (this is a condition of employment).

o. 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.

p. 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: SSG Jacqueline White, 4794 General Manning Ave, Bldg 442, Boise, ID 83705-8112, no later than 1630 hours on the closing date specified in this announcement.** Mailing of application packets using military postage is prohibited.

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7. Acceptance of an AGR position may have an effect on Selected Reserve Incentive Programs, to include Bonus payments and/or Student Loan Repayment Program. This will not affect Montgomery GI Bill eligibility. Please check with the incentives branch to receive information on how an AGR position would affect you individually.

8. 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.

9. POC for further information is MSG John Vanhorn at DSN 422-4215/COM 208-272-4215 or john.vanhorn@us.army.mil

//signed//
JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

Duties and Responsibilities

- (1) Advise and assist the commander and staff on all safety matters, including—
 - (a) Developing safety policy.
 - (b) Developing safety goals, objectives, and priorities and integrating them into appropriate training guidance based upon identification of the most probable and severe types of accidents expected and the most likely reasons (hazards) for these accidents.
 - (c) Developing corrective actions/control options for command selection.
- (2) Monitor the ability of each unit functional area (for example, war fighting functions) to protect the force against aviation accidents.
- (3) Advise the commander when a below-standard status that affects safety is detected in any functional area.
- (4) Advise and assist in developing the commander's training assessment based upon a safety assessment of unit functional areas using diagnostic tools and programs administered or monitored by the ASO.
- (5) Assist the commander and staff in assessing the unit's CRM effectiveness and safety performance after operations by:
 - (a) Collecting from each staff section information about risk-management successes, shortcomings, and needed improvements.
 - (b) Assisting the commander in determining if the performance met the commander's guidance (goals, objectives, and priorities).
 - (c) Assisting staff officers in implementing corrective actions/controls selected by the commander to improve performance.
- (6) Monitor safety-related programs, including:
 - (a) Observing flight and ground operations to detect and correct unsafe practices.
 - (b) Conducting hazard analysis, prioritizing hazards in terms of accident severity and probability, and promptly advising the appropriate officials.
 - (c) Conducting safety meetings monthly for active component and full time Reserve components/facilities, and quarterly for all others.
 - (d) Reviewing aircraft accident reports and helping to implement corrective measures.
 - (e) Rehearsing, reviewing, and documenting the adequacy of the unit pre-accident plan. This must be a systematic review to be conducted at least quarterly. The degree of response by elements in the pre-accident plan may be varied; however, an exercise requiring all elements to physically respond must be conducted at least annually.
 - (f) Ensuring that air-traffic-control communication equipment, navigational aids, and all other electronic aids to aircraft operations are inspected frequently and regularly.

- (g) Inspecting semiannually the physical condition of airfields, heliports, helipads, and tactical landing sites for hazards; when deficiencies are noted, recommending abatements and ensuring that all known hazards are publicized.
- (h) Acquiring and maintaining a current reference library of aviation literature.
- (i) Maintaining accident-prevention and other appropriate safety literature and posters and making distribution a priority.
- (j) Reviewing aviator flight records, making appropriate entries as necessary to unit training programs, and recommending corrections to any deficiencies noted.
- (k) Monitoring techniques and proficiency of personnel in handling weapons; ammunition or explosives; petroleum, oil, and lubricants (POL); chemicals; hazardous and toxic materials; and lasers.
- (l) Observing aviation maintenance operations, making recommendations to correct unsafe procedures and practices, and monitoring the Safety of Flight (SOF) Program.
- (m) Managing the operational hazard report (OHR) program and monitoring the foreign object damage (FOD) prevention program.
- (n) Reviewing results of accident-prevention surveys and other inspection results, bringing noted deficiencies to the immediate attention of the commander and Command Safety Council, and establishing follow-up procedures to correct deficiencies.
- (o) Monitoring unit aviation life-support equipment (ALSE) and related survival training programs.
- (p) Monitoring the hazard communication program.
- (q) Managing the unit's safety award program. This should be done in consonance with the unit administration officer and according to the guidelines contained in [DA Pam 385-10](#).
- (r) Ensure the Accident Investigation Kit (either issued/maintained as a property book item, or assembled locally at the unit/facility level) is inventoried at least once every 6 months, paying particular attention to the serviceability of batteries and other perishable items.
- (s) Aviation Mishap Prevention (Safety) Information Bulletin Boards shall be established in all aviation units/facilities. Bulletin boards will be located in areas where aircrew members and those supporting aviation operations (for example, aircraft mechanics, wheeled vehicle mechanics, supply technicians, administrative personnel) will see them daily. Information placed on these boards will be current, interesting and beneficial to personnel, directly related to aviation/flight safety and aircraft mishap prevention, and should be neatly displayed to ensure information is read.

AGR Application Checklist

Name:	SSN:	Aviation Safety Officer	
Position # 12-004	Location: Boise, ID		
Phone number to be reached at for interview:			
Email address (if deployed):			
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 / DA 5501			
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 DA PAM 611-21			
1. ASVAB Score Required			
2. MOS / AOC 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. RPAM (Retirement Point Accounting Management) if current member of ARNG			
10. Personnel Qualification Report (PQR Part B) (GPVS 1790)			
11. Copy of State Motor Vehicles Operator Permit and Military Drivers license			
12. Documentation supporting applicant's qualifications (Resume) optional			
13. Security Clearance (if required)			
14. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)			