

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

NGID-HRO-AGR

15 July 2012

SUBJECT: ANNOUNCEMENT NUMBER: **12-007**

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:	SR RSP SGT
UNIT:	IDARNG REC & RET
UIC:	W90PAA
DUTY LOCATION:	Post Falls, Idaho
AUTHORIZED GRADE:	E4-E6 Only
DUTY SSI OR MOS:	Must currently have or be able to obtain SQI of 4 or X
ELIGIBILITY:	Open to Soldiers currently serving in the Idaho Army National Guard
GENDER LIMITATION:	None
CLOSING DATE:	14 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 ERB.

h. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report). E4s must provide a recommendation from unit commander.

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

<u>POSITION TITLE</u>	<u>PARA/LIN</u>	<u>UIC</u>	<u>GRADE</u>	<u>RECOMMENDED</u>
<u>MOS</u> R&R SR RSP Sergeant	008C/01	W90PAA	E5-E6	79T, SQI 4 or X

DUTY DESCRIPTION:

Responsible for planning and executing administrative, personnel and logistical functions in preparing a pre-IADT Soldier administratively, mentally, and physically for the rigors of IADT and the military lifestyle.

The R&R Senior RSP Sergeant will monitor Soldier IET Status using the VULCAN program, monitor the Alert Summary using VULCAN, start and implement RSP Soldier pre-ship counseling and shipper packets/checklists, work with at risk shippers and drilling members, monitor and communicate with RFP Soldiers, provide communication to command leadership on the effectiveness of the RSP program and practices, monitor and reduce Training Pipeline Losses, reviews monthly RSP metrics and makes recommendations to the recruiting command leadership, analyze feedback from Area leadership and recruiters regarding RSP, develop drill letter and maintain Soldier contact databases, oversee training programs for RSP in conjunction with the Area NCOIC, initiate separations of RSP Soldiers as needed, coordinate and conduct a battle handoff with qualified Soldiers returning from IADT, conduct accurate and efficient Direct Ship practices, issue and manage RSP CCDF and uniform needs, produce monthly training schedules and yearly training calendars, utilize all training and administrative programs to include MUPS, DTMS, DTS, GCR, VULCAN, iPERMS, RCAS, and CCDF, and all other duties as assigned.

Special Qualification Identifier (SQI) Code 4 (Non-Career Recruiter) Specifications

1. *Description of positions.* Identifies positions associated with recruiting duty other than career recruiters, MOS 79R, and 79T.
2. *Qualifications.* ARNG Soldiers must graduate from the Army National Guard Recruiting and Retention School taught at the Strength Maintenance Training Center, Camp Robinson, AR.
3. *Restrictions.*
 - (1) Individuals can have no record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
 - (2) For use with any MOS except 79R and 79T.

Special Qualification Identifier (SQI) Code X (Drill Sergeant) Specifications

1. *Description of positions.* Identifies drill sergeant positions requiring the assignment of noncommissioned officers in grades of SGT through MSG. These positions will be classified in the MOS most closely related to the training activity and graded per lines 1, 2, and 3 of the standards of grade contained in table 3-1, provided the MOS contains the appropriate pay grade and skill level.
2. *Qualifications.* Reserve Component (RC) SPC/CPL thru MSG will attend the DSC of the division or brigade to which they are assigned or an AC DSC.
3. *Restrictions.*
 - (1) Individuals can have no record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
 - (2) This SQI will not be removed or replaced by any other SQI while the individual is assigned to DS duties.

AGR Application Checklist

Name:	SSN:	SR RSP SGT	
Position # 12-007	Location: Post Falls, 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 and/or Enlisted Record Brief			
A. Verify the following Requirements against DA PAM 611-21			
1. ASVAB Score Required			
2. MOS or SQI			
7. Previous 5 DA 2166-8 NCOER			
A. Unit Commander Letter of Recommendation for E-4			
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)			