

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

NGID-HRO-AGR

27 July 2012

SUBJECT: ANNOUNCEMENT NUMBER: **12-009**

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: Health Care NCO
UNIT: IDAHO MEDICAL DETACHMENT
UIC: W8Z3AA
DUTY LOCATION: Boise, Idaho
AUTHORIZED GRADE: E5
DUTY SSI OR MOS: 68 CMF Only
ELIGIBILITY: Open to Soldiers currently serving in the Idaho Army National Guard who currently hold a 68 series MOS and have the ability to obtain a 68W MOS.
GENDER LIMITATION: None
CLOSING DATE: 10 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

Health Care NCO

INTRODUCTION

This position is located in a Detachment size unit of the Army National Guard. The primary purpose of the position is to serve as a Health Care NCO and conduct Medical Readiness operations and Administrative and Training tasks as needed.

DUTY DESCRIPTION

(1) Advises the Deputy State Surgeon and Senior Medical NCO on state medical readiness, operations and logistics. Duties include, but are not limited to, provider privileging, WTU/ CBWTU tracking. Ensures incoming /outgoing correspondence, regulations, and publications are reviewed, interpreted, and implemented.

(2) Provides training and assistance to unit leadership and fulltime personnel on reporting procedures and other matters pertaining to medical readiness within the State.

(3) Prepares and reviews lab and immunization standard operating procedures. Ensures proper storage, handling, shipment and reporting of immunizations and labs. Maintains an accurate inventory of all class VIII items and equipment necessary for mission accomplishment. Prepares and reviews draft correspondence for approval by DSS or higher level supervisor.

(4) Serves as the State HIV coordinator for the Center of Disease Detection.

(5) Coordinates physicals IAW AR 40-501 to maintain state medical readiness for AGR, ADOS, Aviators, M-day and special schools during the work week.

(6) Coordination with ISU and other State agencies to provide medical readiness guidance for units and individuals deploying or attending OCONUS TDY.

(7) Serves as the Annual Flu Vaccination Program Manager

(8) As directed, ensures the building is properly cared for and safeguarded. Safeguards the building and its contents by following building security plans, and monitoring security procedures to determine if unit members are adhering to guidelines. Coordinates with the janitor (when assigned) to ensure the building is cleaned and ready for use.

(9) Assists with 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.

(10) Performs other duties as assigned.

Physical demands rating and qualifications for initial award of 68W MOS.

Qualifications in subparagraphs (7), (8), (9) and (10) below are required for retention of MOS. The health care specialist or combat medic must possess the following qualifications:

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 111121.
- (3) No aversion to blood.
- (4) Per AR 600-8-19, promotion to MSG and SGM requires an interim eligibility clearance or higher.
- (5) Qualifying scores.
 - (a) A minimum score of 105 in aptitude area ST and 110 in aptitude area GT in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 102 in aptitude area ST and 110 in aptitude area GT on ASVAB tests administered on and after 2 January 2002 and prior to 1 July.
 - (c) A minimum score of 101 in aptitude area ST and 107 in aptitude area GT on ASVAB tests administered on and after 1 July 2004.
- (6) Have a high school diploma or GED equivalency.
- (7) No history of alcoholism, drug addiction, indiscriminate use of habit-forming or dangerous drugs.
- (8) Must maintain a current, valid, unrestricted National Registry Emergency Medical Technician – Basic Certification to retain MOS 68W (SFC(P)s and MSGs are exempt from this requirement).
- (9) No history of a felony conviction.
- (10) No history of conviction of crimes involving:
 - (a) An out of hospital patient or a patient or resident of a medical care facility.
 - (b) Financial exploitation of a person entrusted to a care of the applicant.
 - (c) Any weapons/ammunition/explosives/arson charges.
 - (d) Any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics.
 - (e) Violence against persons, animals or property.
 - (f) Sexual misconduct.
- (11) 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.

AGR Application Checklist

Name:	SSN:	Health Care NCO	
Position # 12-009	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 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)			