

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

NGID-HRO-AGR

21 August 2012

SUBJECT: ANNOUNCEMENT NUMBER: **12-012**

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:	Readiness NCO
UNIT:	CO E 1ST BN 183 AV (ATK-REC)
UIC:	WYQRE0
DUTY LOCATION:	Boise, Idaho
AUTHORIZED GRADE:	E5 to E6
DUTY SSI OR MOS:	91B or ability to obtain
ELIGIBILITY:	Open to current Soldiers in the Idaho Army National Guard who hold the rank of SGT / SSG. SFCs may apply but must be willing to accept administrative reduction.
GENDER LIMITATION:	None
CLOSING DATE:	9 September 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).

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

READINESS NCO DUTIES & RESPONSIBILITIES

Maintain MOS proficiency, to include NCOES requirements, APFT, Weight, and IWQ standards.

Maintain computer program proficiency using Microsoft Office software, Outlook, Smart Term (AFCOS), My Unit Pay System (MUPS), Pure Edge, RCAS programs DTS and DTMS, ATTRS and all others required.

Assist other AGR Soldiers in accomplishment of their daily duties as required.

Supervise and provide technical guidance to subordinate Soldiers.

Assist in preparation of Unit Status Report.

Assist in maintaining all SIDPERS transactions.

Recommends approval authority for all subordinate AGR / ADOS leave requests.

Assists in maintenance of individual Soldier training files.

Manage required publications and forms and have the capability to research and perform administrative actions per appropriate publications.

Assist the commander with Army Substance Abuse Program.

Advise the commander and 1SG on all unit administrative concerns.

Maintain unit database on all assigned / attached Soldiers.

Maintain unit alert roster.

Maintain the unit sponsorship program.

Maintain unit-manning board.

Maintain unit ARIMS files.

Perform additional duties as assigned.

Physical demands rating and qualifications for 91B MOS:

(1) A physical demands rating of very heavy.

(2) A physical profile of 222222.

(3) Normal color vision.

(4) Qualifying scores.

(a) A minimum score of 90 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 87 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of (87 in aptitude area MM and 85 in aptitude area GT) or a minimum score of 92 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.

(5) Current equipment qualification record for all types of equipment maintained.

(6) Formal training (completion of MOS 91B course conducted under the auspices of the USA Ordnance Center and School) mandatory; or meet the civilian acquired skills criteria listed per paragraph 9-5b(5)(b) of this pamphlet and in paragraph (7) below or a waiver approved by the Commandant, U.S. Army Ordnance Center and Schools.

(7) ACASP qualification criteria. Must have 2 years of experience or a combination of formal training and experience totaling 2 years in the maintenance and repair of gasoline, diesel, electric-powered light and heavy wheeled vehicle equipment; be certified as civil service-rated wheeled vehicle repairman; or possess two or more Automotive Service Excellence (ASE) certifications in the automotive or truck area.

AGR Application Checklist

Name:	SSN:	Readiness NCO	
Position # 12-012	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 <i>(Must be signed by applicant)</i>			
3. MEDPROS - Individual Medical Readiness Record A. Chapter 3 Physical <i>(not more than 5 years old) or PHA within one year</i> B. HIV Test <i>(not be more than 5 years old).</i>			
4. DA Form 705 <i>(Army Physical Fitness Score Card)</i> 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 required			
7. Previous 5 DA 2166-8 NCOER			
8. DA Photograph in Class A uniform <i>(Snapshot ok, Not older than 12 months)</i>			
9. RPAM <i>(Retirement Point Accounting Management) if current member of ARNG</i>			
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 <i>(Resume) optional</i>			
13. Security Clearance <i>(if required)</i>			
14. DA 4187 for Voluntary Reduction <i>(if necessary to accept AGR position)</i>			