

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

NGID-HRO-AGR

30 October 2012

SUBJECT: ANNOUNCEMENT NUMBER: **13-003**

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
UNIT: HHC(-) 116TH BSTB
UIC: WX42T0
DUTY LOCATION: Twin Falls, ID
AUTHORIZED GRADE: E4-E5 Only
DUTY SSI OR MOS: **11B or ability to obtain**
ELIGIBILITY: **Open to male Soldiers currently serving in the Idaho Army National Guard who hold the rank of SPC or SGT. SSGs may apply if willing to accept administrative reduction.**
GENDER LIMITATION: **Male Only**
CLOSING DATE: **2 November 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 Vehicle Operator license

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. Documents must be organized in this manner.

c. NGB Form 34-1.

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

g. DA 2-1 and/or ERB.

h. Previous 5 DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4.

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

11B - Infantryman, CMF 11 (Closed to women)

MAJOR DUTIES

Infantryman supervises, leads, or serves as a member of an infantry activity that employs individual small arms weapons or heavy anti-armor crew served weapons, either vehicle or dismounted in support of offensive and defensive combat operations. Duties for MOS 11B at each level of skill are:

(1) *11B10*. Operates both mounted and dismounted to close with and destroy the enemy. Employs, operates, and maintains assigned weapons and equipment. Assist in the performance of reconnaissance operations. Employs, fires, and recovers anti-personnel and anti-tank mines. Locates and neutralizes mines. Perform self extraction from a mine field. Orients a map. Operates, mounts/dismounts, zeros, and engages targets using night vision sights. Operates and maintains communications equipment, enter, and operates in a radio net. Operate in a NBC contaminated area. Constructs and camouflages individual/crew served weapons/vehicle firing/fighting positions. Assist in the construction of fortification and barriers, including minefields and obstacles. Assist in the breaching of minefields and obstacles. Constructs field expedient firing aids for infantry weapons. Recognizes friendly and threat armored vehicles. Perform as a member of a fire team during a movement to contact, reconnaissance, and security, an attack, defense, situational training exercises and all infantry dismounted battle drills. Process prisoners of war and captured documents. Operate IFV over diverse terrain in varies visibility. Assist in target detection, identification, and round sensing.

(2) *11B20*. Perform duties shown in preceding level of skill. Perform duties as IFV gunner or team leader of the infantry rifle squad. The Infantryman will prepare sector sketches of vehicle or infantry rifle team positions and sectors. As gunner, detects, acquires, identifies, and engages targets. Maintain the turret weapons systems of the IFV. Lead an infantry team/heavy anti-armor squad in combat operations, providing tactical and technical guidance to subordinates and professional support to both superiors and subordinates in the accomplishment of their duties. Leads, supervises, and trains subordinate personnel. Calls for and adjusts indirect fire. Evaluates terrain and selects weapon emplacement. Control organic fires. Installs and recovers anti-handling devices on anti-tank mines and electrical and non-electrical demolition charges. Supervise construction of hasty fortifications and receipt, storage, and issue of ammunition. Record operational information on maps. Indicate location, strength, tactical deployment, and emplacement of enemy and friendly units. Receives and implements combat orders, directs deployment of personnel in offensive, defensive, and retrograde operations. Requests, observes, and adjusts direct supporting fire. Conducts battle damage assessment and repair. Evaluates terrain and supervises the emplacement of sighting and firing all assigned weapons. Uses maps and map overlays, performs intersection and resection, and determines elevation and grid azimuths. Know threat formations and tactics through battalion size elements. Prepares, operates, and maintains secure communications equipment. Leads a fire team during a movement to contact, reconnaissance and security, an attack, defense, situational training exercises, and all infantry dismounted battle drills.

Physical demands rating and qualifications for initial award of MOS. Infantrymen must possess the following qualifications:

1. A physical demands rating of very heavy.
2. A physical profile of 111221.
3. Color discrimination of red/green.
4. Correctable vision of 20/20 in one eye; 20/100 in other eye.
5. Qualifying scores.

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

(b) A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002.

6. Formal training (completion of MOS 11B course 11B10-OSUT conducted under the auspices of the USA Infantry School) mandatory.

7. Reclassification: Must meet all prerequisites IAW AR 614-200, Ch 3-19 and AR 40-501, Ch 3.

Training NCO Duties & Responsibilities

1. Maintain computer program proficiency using Microsoft Office software, AFCOS, Pure Edge, and RCAS, RFMSS, MUPS, DTS, and DTMS programs.
2. Assist in preparation of Unit Status Report.
3. Performs all administrative, logistical, and training functions to support soldiers within the unit.
4. Submit individual requests for schooling applications through the Army Training Requirements and Resources System (ATRRS) timely and accurately.
5. Drafts from Command Guidance, training schedules, yearly training calendars, and other training.
6. Maintain the unit training files and libraries pertaining to training.
7. Requisition and maintain required publications and forms.
8. Assist Commander with Army Substance Abuse Program.
9. Advise Company Commander and 1SG on all unit issues and / or problems.
10. Maintain unit database on all assigned / attached soldiers.
11. Maintain unit alert roster.
12. Maintain the unit sponsorship program.
13. Maintain unit-manning board.
14. Maintain unit ARIMS files.
15. Prepare, submit, and track unit NCOERs.
16. Ensure a tidy and clean office area.
17. Perform additional duties as assigned.

AGR Application Checklist

| | | | |
|---|------------|-----------|-------------|
| Name: | SSN: | | |
| Position # | Location: | | |
| 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 or Commander's Letter of Recommendation for E1-E4 | | | |
| 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 (if required) | | | |
| 14. DA 4187 for Voluntary Reduction (if necessary to accept AGR position) | | | |
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APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is NGB-ARH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT

1. **AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.
2. **PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the Applicant. The original will be maintained by the Human resources Office for state records. For organizational use only.
3. **ROUTINE USES:** None.
4. **DISCLOSURE:** Voluntary; However, if not provided you will not be accepted into the AGR program.

| | |
|--------------------------|-----------------|
| POSITION ANNOUNCEMENT #: | POSITION TITLE: |
|--------------------------|-----------------|

| | |
|------------------------------------|----------------------------------|
| NAME: <i>(Last, First, Middle)</i> | DATE OF BIRTH: <i>(yyyymmdd)</i> |
|------------------------------------|----------------------------------|

| | |
|--|---------------|
| CURRENT HOME ADDRESS: <i>(Street, City, State, Zip Code)</i> | HOME PHONE: |
| | OFFICE PHONE: |

| | | | |
|--------------------------------|--------|---------------|-----------|
| (Enlisted) DATE OF ENLISTMENT: | GRADE: | MOS/SSI/AFSC: | ETS DATE: |
|--------------------------------|--------|---------------|-----------|

| | | | |
|---|--------|---------|-----------------|
| (Officer/WO) DATE OF FEDERAL RECOGNITION: | GRADE: | BRANCH: | ROPMA/MRD DATE: |
|---|--------|---------|-----------------|

SECURITY CLEARANCE:

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS

1. COLLEGE OR UNIVERSITY: *(Officer Applicants - Accredited Colleges only)*

| Name, City & State | Date From | Date To | Degree Program | Credit Hours |
|------------------------------|-----------|---------|----------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| Chief Undergraduate Subject: | | | | |
| Chief Graduate Subject: | | | | |

2. OTHER SCHOOLS OR TRAINING: *(Vocational, Trade or Business)*

| Name, City & State | Date From | Date To | Course Title | Hours Completed |
|--------------------|-----------|---------|--------------|-----------------|
| | | | | |
| | | | | |

3. SKILLS AND QUALIFICATIONS: Special skills and qualifications with office machines (Word Processing - WPM), wheel and track vehicles, etc. Also list any licenses or certificates held (Pilot, Nurse).

SECTION II - EMPLOYMENT HISTORY

May inquiry be made of your present employer regarding your character, qualification, and record of employment?
 (A "No" answer will not affect your consideration for employment.)

CHECK ONE: YES NO

| | | |
|----------------------------------|----------------|-----------------------|
| 1. NAME AND ADDRESS OF EMPLOYER: | DATES EMPLOYED | AVERAGE HRS. PER WEEK |
| | FROM TO | |

| | | |
|--------------------|--------------------------------------|----------------------------------|
| TITLE OF POSITION: | IMMEDIATE SUPERVISOR & PHONE NUMBER: | NO. OF EMPLOYEES YOU SUPERVISED: |
|--------------------|--------------------------------------|----------------------------------|

| | |
|-------------------|--------------------------|
| TYPE OF BUSINESS: | YOUR REASON FOR LEAVING: |
|-------------------|--------------------------|

DESCRIPTION OF WORK: *(Describe your specific responsibilities and accomplishments)*

OTHER EMPLOYMENT

| | | |
|----------------------------------|----------------|-----------------------|
| 2. NAME AND ADDRESS OF EMPLOYER: | DATES EMPLOYED | AVERAGE HRS. PER WEEK |
| | FROM TO | |

| | | |
|--------------------|--------------------------------------|----------------------------------|
| TITLE OF POSITION: | IMMEDIATE SUPERVISOR & PHONE NUMBER: | NO. OF EMPLOYEES YOU SUPERVISED: |
|--------------------|--------------------------------------|----------------------------------|

| | |
|-------------------|--------------------------|
| TYPE OF BUSINESS: | YOUR REASON FOR LEAVING: |
|-------------------|--------------------------|

DESCRIPTION OF WORK: *(Describe your specific responsibilities and accomplishments)*

SECTION III - MILITARY HISTORY

1. MILITARY SERVICE: (Start with most recent service and show changes in grade and duty in reverse chronological order.)

| FROM | TO | AC | ARNG/ANG | RC | GRADE | ORGANIZATION | DUTY |
|------|----|----|----------|----|-------|--------------|------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

2. MILITARY TRAINING:

FORMAL MILITARY SCHOOL TRAINING COMPLETED

| COURSE TITLE AND NUMBER | DURATION OF COURSE | | CORRESPONDENCE COURSES | |
|-------------------------|--------------------|------|------------------------|--------------|
| | WEEKS | DAYS | COURSE/SUBCOURSE TITLE | COURSE HOURS |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3. MILITARY QUALIFICATIONS (List any primary MOS/SSI which has been awarded on orders.)

| MOS/SSI/AFSC | DATE AWARDED | INDICATE HOW QUALIFICATIONS WERE OBTAINED (Service School, On-the-Job Training, Civilian Experience, etc.) |
|--------------|--------------|--|
| | | |
| | | |
| | | |
| | | |

4. INDICATE ANY OJT WHICH IS QUALIFYING FOR A MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS.

| DUTY MOS/SSI/AFSC | EXACT TITLE OF POSITION | FROM | TO |
|-------------------|-------------------------|------|----|
| | | | |
| | | | |
| | | | |

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

| YES | NO | (All Applicants Must Complete) Attach a separate sheet fully explaining any "YES" answers (except 9 & 10). |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Within the last five years, have you been fired for any reason? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Within the last five years have you quit a job after being notified that you would be fired? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. While in the military, have you ever been convicted by a General Court Martial? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours by blood or marriage? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Have you ever been removed from military service due to unsuitability? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including but not limited to relief from command in the past year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Do you currently possess or is a report of suspension of favorable actions pending? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Have you voluntarily separated from the AGR Program in any state for one or more days within the past year? (ARNG Applicants Only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by Headquarters, or Department of the Army Headquarters, within the past 12 months? |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Has met the minimum requirement for each fitness component in addition to scoring an overall score of 75 point or higher, per AFI 36-2905. |

SECTION V - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to Personnel Specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE:

DATE: