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

NGID-HRO-AGR 1 June 2013

SUBJECT: ANNOUNCEMENT NUMBER: **13-024**

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:	**S1 Officer**
UNIT:	**HHT 2-116TH CAV REG**
UIC:	**WYP3T0**
DUTY LOCATION:	**Caldwell, ID**
AUTHORIZED GRADE:	**O1 to O3**
DUTY SSI OR MOS:	**42B or ability to obtain**
ELIGIBILITY:	**Open to current Idaho Army National Guard Commissioned Officers.**
GENDER LIMITATION:	**Male Only**
CLOSING DATE:	**17 June 2013**

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.

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.

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 of explanation for the absence of record tests will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Certified Height/Weight or DA 5500 not older than 30 days from the close date of this announcement.

g. ORB (Officer Record Brief).

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. 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.

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

Develops, implements, and evaluates the administrative and personnel policies for the Battalion. Serves as the primary advisor for the command in the areas of legal, medical, and personnel actions. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the Battalion organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the development and execution of command level guidance for implementation of the Enlisted Promotion Management System. Ensures the timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board action. Responsible for planning and coordinating health service support (i.e. annual medical certification, vaccinations, physicals, profiles, medical review boards, etc.) for the command. Assists in the preparation for and execution of command level inspections in the area of personnel and administration. Plans for the establishment and operation of the Administrative and Logistic Operations Center (ALOC). Develops and implements tactical standard operating procedures for personnel and logistics.

Coordinates and assists in developing plans for recruiting and retention within the command. Analyzes the personnel portion of the organizational readiness report to determine critical needs and priorities for the strength management program. Reviews, analyzes, and provides recommendations relative to proposed Modified Table of Organization and Equipment (MTOE) and/or force structure changes to determine the impact on personnel authorizations. Provides guidance to staff officers, commanders, and full time employees in policy and procedure changes concerning areas of strength management. Manages and reports information in regards to personnel accessions, retention, participation, and attrition. Develops and institutes the officer accession plan to include state and federal officer commissioning programs, direct commission, interstate transfers, and other component transfers. May serve as a liaison with the Reserve Officer Training Corps (ROTC) for officer accessions. Provides oversight of the completion of initial entry training. Serves as the liaison between state and unit level recruiting efforts/teams.

Keeps abreast and ensures the implementation of new policy statements, regulations, and directives issued by higher headquarters concerning administrative, supply, and personnel activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements.

Makes day-to-day decisions for the commander in the areas of personnel assignments. Investigates and recommends, as assigned, complaints involving the units or assigned member. Coordinates and ensures the completion of line of duty (LOD) investigations, reports of survey, change of command inventories, etc.

May be required to represent the Army National Guard and the Battalion Commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers, and school officials for recruiting activities, community support projects, natural disaster or civil disturbance planning, and use of facilities for training for recruiting and security of those facilities. Submits to local news media, articles, stories, announcements or advertisements designed to make the public aware of the Army National Guard and their role in the community and in national defense.

-- Knowledge of a wide range of military human resource management concepts, regulations, policies, and procedures sufficient to provide comprehensive guidance to the command staff within the battalion and subordinate units.

-- Knowledge of requirements as defined by the authorized or pending Modified Table of Organization and Equipment (MTOE) sufficient to analyze personnel and equipment authorizations to ensure desired level of personnel and logistical readiness posture is maintained.

-- Knowledge of readiness factors and requirements in the areas of personnel and medical to enhance overall readiness of the organization.

-- Knowledge of administrative and personnel to direct and conduct subordinate unit inspections and assistance visits and evaluate results.

-- Knowledge of military laws, rules, or procedures pertaining to legal actions available to the command sufficient to advise Battalion or subordinate leaders on appropriate courses of action.

-- Knowledge of strength maintenance procedures and programs within the organization in order to develop and implement strength maintenance plans. Knowledge of the accession and appointment requirements for officer and warrant officer candidates sufficient to provide procedural guidance for the completion of commissioning and appointment packets.

-- Knowledge personnel deployment requirements sufficient to provide procedural guidance in the maintenance of individual mobilization files, review, and monitor the status of personnel and medical deployment requirements, and the publication of required personnel orders.

-- Ability to communicate through both oral and written communications sufficient to communicate ideas and guidance utilizing presentations, briefings, and correspondence.

AGR Application Checklist

Name:	SSN:	
Position # 13-024	Location: Caldwell	S1 Officer
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 *(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 DA 4037 *(Officer Record Brief)*			
7. Previous 5 DA 67-9, *Officer Evaluation Report*			
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)			

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: *(Last, First, Middle)*	DATE OF BIRTH: *(yyyymmdd))*
CURRENT HOME ADDRESS: *(Street, City, State, Zip Code)*	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).*
☐	☐	1. Within the last five years, have you been fired for any reason?
☐	☐	2. Within the last five years have you quit a job after being notified that you would be fired?
☐	☐	3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?
☐	☐	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?
☐	☐	5. While in the military, have you ever been convicted by a General Court Martial?
☐	☐	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?
☐	☐	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?
☐	☐	8. Have you ever been removed from military service due to unsuitability?
☐	☐	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)?
☐	☐	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?
☐	☐	11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?
☐	☐	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?
☐	☐	13. Do you currently possess or is a report of suspension of favorable actions pending?
☐	☐	14. Have you voluntarily separated from the AGR Program in any state for one or more days within the past year? (ARNG Applicants Only)
☐	☐	15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?
☐	☐	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?
☐	☐	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: