

Idaho Joint Force Headquarters
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112

NGID-HRO-AGR

17 July 2013

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **13-034**

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: Supply Sergeant
UNIT: IDAHO MEDICAL DETACHMENT
UIC: W8Z3AA
DUTY LOCATION: Boise, ID
AUTHORIZED GRADE: E4 to E5
DUTY SSI OR MOS: 92Y or ability to obtain
ELIGIBILITY: Open to Soldiers currently serving in the Idaho Army National Guard who hold the rank of SPC or SGT. SSGs may apply if willing to accept an administrative reduction.
GENDER LIMITATION: None
CLOSING DATE: 5 August 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. Applicants must possess a valid State Motor Vehicle Operator license

4. **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, i.e. PQR, RPAM, MEDPROS.

a. Applications will not be accepted in binders or document protectors.

b. AGR Application Checklist (attached to this announcement) dated June 2013 on top of the application. Documents must be organized in this manner.

c. NGB Form 34-1 (complete and signed).

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.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **13-034**

e. Copies of all temporary and permanent profiles.

f. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last five record tests; most current test not older than one year. A statement explaining the absence of record tests is required.

g. Certified Height/Weight (HT/WT) or DA 5500 / DA 5501 (if applicable); not older than 30 days from the close date of this announcement. HT/WT on the APFT scorecard is NOT a substitute.

h. ERB (Enlisted Record Brief). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your ERB. Otherwise, documentation must be attached showing current ASVAB scores.

i. Previous 5 DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4s, to include E5s with insufficient time in grade.

j. DA Photograph in Class A uniform, taken within one year (an unofficial photograph is acceptable). If currently deployed, a photograph in ACUs is acceptable.

k. Retirement Point Accounting Management (RPAM).

l. Current Personnel Qualification Record (PQR).

m. Copy of current driver's license and military driver's license.

n. Documentation supporting applicant's qualifications i.e. resume, certificates, etc (optional).

o. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment).

p. If an administrative reduction is necessary to accept this AGR appointment, complete a DA 4187 to request voluntary reduction, sign, and include in your application packet.

q. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

5. 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.

6. 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.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **13-034**

7. Mailing of application packets using military postage is prohibited. Application packets must arrive **no later than 1630 hours** on the closing date specified in this announcement to the following address:

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

8. POC for further information is MSG John VanHorn at DSN 422-4215/COM 208-272-4215 or john.vanhorn@us.army.mil

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

Physical demands rating and qualifications for initial award of MOS:

1. A physical demands rating of heavy (ability to lift up to 50lbs repetitively throughout an 8 hour day).
2. A physical profile of 222222.
3. Qualifying scores.
 - a. A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - b. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - c. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
4. Normal color vision.
5. Mandatory formal training.
6. Soldiers reclassifying into the MOS cannot exceed the rank of SGT when reclassing into the MOS.
7. No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:
 - a. No conviction by court-martial or by any Federal or state court.
 - b. No juvenile adjudication by state court.
 - c. No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.
 - d. No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.
 - e. Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.
8. No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.
9. No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.

Duties & Responsibilities

1. Responsible for the day-to-day logistical and maintenance programs for the unit. Researches, coordinates and requests all classes of supply, loan items, and training aids for the unit's training and operations. Functions as the unit's principal advisor to ensure the implementation of the Command Supply Discipline Program. Responsible for the individual clothing records for unit members including accountability, requisition, distribution, and maintenance. Prepares requests, receives, issues, and monitors accountability of Organizational Clothing and Individual Equipment. Maintains accounting records and makes recommendations to the Unit Commander for the expenditure of allocated funds for expendable, durable, and non-expendable supplies. Coordinates pre-positioning of logistical items, picks up supplies, draws billeting, buses and other items at training sites and other servicing agencies. Coordinates Food Service tasks ensuring ration requests purchase or draw of rations, cash collection for meals, are handled in accordance with published guidance. Provides guidance and assists senior graded personnel in IDT and AT logistical planning and preparation. Prepares the logistical input for Unit Status Report feeder preparation. Attends and participates in next higher headquarters logistical meetings and conferences.
2. Oversees the issuance and turn-in of equipment for all unit level actions and activities. Orders and/or purchases facility janitorial supplies as authorized. Issues weapon and protective mask cards. Serves as the unit purchase-card holder for ordering items in accordance with current directives and as requested by unit leadership. Prepares and submits expendable/durable requisitions. Works with training personnel to forecast the proper amounts of training ammunition are ordered for the training year. Receives, issues, and accounts for ammunition.
3. Ensures logistical items are properly stored and coordinates unit personnel to periodically check items in storage for accountability and serviceability. Participates in change of command inventories ensuring the new commander verifies all levels of supply accountability. Prepares hand receipts as required for the issuance of supplies and equipment. Conducts or oversees the conduct of cyclic inventories, sensitive items inventories. Inventories and prepares shortage annexes and is responsible for Shortage Annex Management including posting issue and recovery

documents. Must ensure adjustment documents are prepared and accurate (e.g. Statement of Charges, Cash Collections and equipment transfer documents). Manages loan and lease of unit equipment for other than military use as prescribed by written guidance. Completes and forwards reports required by higher headquarters.

4. Schedules equipment for calibration and alignment as is required by higher headquarters guidance. Completes, processes, and ensures completion of automated work orders for the repair of equipment. Requisitions parts to enable unit personnel to make authorized repairs. As required, provides transport of equipment to the support maintenance facility. Serves as HAZMAT coordinator for the unit.

5. Serves as unit physical security coordinator ensuring the security book, arms room keys and other items are properly accounted and cared for. Functions as the key custodian for the unit and as such issues keys and maintains accountability. Coordinates with local, state, and federal law enforcement agencies for security of federal and state property, arms, and ammunition. Ensures weapons and protective masks are properly stored.

6. Assists, as required, in training administration for the unit. Contacts organizations or individuals to arrange for use of facilities such as small arms ranges for training. Requests or ensures required training materials and training aids such as ammunition, pieces of equipment, films, models of equipment, etc, are on hand. Assists, as directed, unit members in the preparation of training and evaluation outlines, proper methods of instruction and obtaining reference material and teaching aids. Assists training personnel in drafting training schedules. Assists, as required, in completing applications for service schools, officer candidate school, and correspondence courses.

7. Assists in maintaining working relationships with local officials, clubs, etc., for a variety of such purposes as armory, security coordination with police, suitability investigations, armory rental, unit participation in celebrations or fund raising drives, and to provide public information about the National Guard. Works with community organizations to obtain support for the National Guard. As directed, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities.

8. Assists, as required, in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters.

9. Performs recruiting duties to maintain the unit at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veterans' organizations, schools, active duty recruiters and other organizations and groups. Participates in school activities such as "career days" for the purpose of informing individuals and groups of the benefits of belonging to the National Guard.

10. In the absence of assigned janitorial staff works, with other assigned full time support personnel, to care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance.

11. Trains and supervises lower graded unit supply personnel.

12. Performs other duties as assigned.

13. Required Military Education:

a. 92Y MOST with-in 1 year of assignment

b. LTC-027 Unit Supply Personnel Course with-in 1 year of assignment