

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

NGID-HRO-AGR

26 August 2013

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **13-035 Amended**

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:** Assistant Professor Military Science  
**UNIT:** IDARNG JOINT FORCE HQ  
**UIC:** W8ARAA  
**DUTY LOCATION:** Boise State University, Boise, Idaho  
**AUTHORIZED GRADE:** O3 - O4 Only  
**DUTY SSI OR MOS:** Immaterial  
**ELIGIBILITY:** **Open to Commissioned Officers of the Idaho Army National Guard who hold the rank of CPT (must be eligible for promotion to MAJ) and MAJ. This is a two year One Time Occasional Tour (OTOT).**  
**GENDER LIMITATION:** None  
**CLOSING DATE:** **10 September 2013**

2. This is an AGR controlled grade authorization temporarily allocated to the Joint Force Headquarters. This opportunity is open to all Idaho Army National Guard Commissioned Officers who hold the rank of CPT (P) and MAJ that qualify for an OTOT. The successful applicant is required to execute a "Certificate of Agreement and Understanding OTOT" prior to accepting this tour. Consecutive OTOTs are not authorized. If an M-Day Soldier is selected, they will return to a traditional status as a member of the Idaho Army National Guard upon completion of this two year tour.

3. **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.

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, i.e. PQR, RPAM, MEDPROS.

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

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **13-035 Amended**

b. AGR Application Checklist 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.

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. DA Form 4037 (Officer Record Brief).

i. Previous 5 DA Form 67-9 (Officer Evaluation Report).

j. DA Photograph in Class A uniform, taken within one year (an unofficial photograph is NOT 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. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

q. Other application requirements and prerequisites are listed on pages 4 & 5 of this announcement.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **13-035 Amended**

5. 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**

6. 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.

7. 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.

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

JOHN L. VANHORN  
MSG, IDARNG  
Army AGR Manager

## **Idaho Army National Guard Assistant Professor of Military Science Duty Description and Prerequisites**

1. Any AGR officer assigned to APMS positions are responsible to the State and Territory Recruiting and Retention Commander {RRC) for the same support. The RRC will provide assistance and support to ensure their assigned APMS is marketing the ARNG and producing quality commissioned officers in the quantity and academic disciplines necessary to meet ARNG requirements. In addition, the APMS may have additional responsibilities to teach ROTC cadets.
2. The APMS will encourage cadet participation in the Simultaneous Membership Program and will work with cadets to locate positions. When an individual is precluded from enrolling in ROTC by academic alignment ineligibility or other situations, the APMS should refer qualified potential candidates for enrollment in Officer Candidate School.
3. APMS assignment is for 2 years. Officers will be stabilized for the 2 year period and are not considered eligible for reassignment, other than for the good of the service. After assignment completion, these officers will be reassigned to an AGR position.
4. The desired traits for a APMS include experience in counseling, coaching, Mentoring, recruiting and teaching skills. Documentation of professional training and experience is required in the nomination packet.
5. Prerequisites for APMS.
  - a. Grade: Major or Promotion Eligible Captain.
  - b. Military Education: Officer Advanced Course/Captains Career Course is required. Having completed the next higher military education level is preferred.
  - c. Civilian Education: Baccalaureate is required. Some institutions require a master's degree. To be competitive, the undergraduate and post-graduate grade point average should be a minimum of 2.5 on a 4.0 scale.
  - d. Military Experience: Successful company-level command or equivalent staff leadership experience/assignment is preferred. Officer must have a minimum of 4 years of experience in the ARNG (non-waiverable).
  - e. Physical Fitness: The officer must meet height and weight requirements in accordance with AR 600-9, The Army Weight Control Program; and successfully pass the Army Physical Fitness Test within 6 months of the application.
6. The APMS nomination packet will include:
  - a. Officer Biographical Sketch in accordance with NGR 600-100, Appendix H.
  - b. Certified copy of the officer's Department of the Army (DA) Form 4037.
  - c. Certified copies of all college undergraduate, graduate, and post-graduate transcripts.

**Idaho Army National Guard Assistant Professor of Military Science Duty Description and Prerequisites (continued)**

- d. Current DA photograph (taken within the last 12 months).
- e. Last five OERs, DA Form 67-9.
- f. Last five record APFTs, DA Form 705 and DA Form 5500-R/5501-R (Body fat Content Worksheet), if needed.
- g. Letter of recommendation from the Commander.

7. Reference: Army National Guard (ARNG) Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy (NGB-ARH Policy Memo #09-012), dated 19 February 2009.

8. One Time Occasional Tour (OTOT) Eligibility:

- a. This opportunity is open to current Idaho Army National Guard Army Soldiers that qualify for an OTOT. Applicants will possess no more than 14 years of active service creditable towards an Army regular retirement.
- b. Applicants must not be able to qualify for separation pay as a result of the OTOT order.
- c. Consecutive OTOTs are not authorized. Upon completion of this tour, the Soldier will be returned to a traditional status as a member of the Idaho Army National Guard.
- d. Applicants must meet AGR entry requirements of Chapter 2, AR 135-18.
- e. The successful applicant is required to execute a “Certificate of Agreement and Understanding OTOT” prior to accepting this tour.
- f. Soldiers serving on an OTOT remain eligible to apply and compete for career AGR positions. If selected for a career AGR position, the OTOT order will be amended to end, and an initial 3-year AGR tour order will be published for the Soldier. Time served in an OTOT will not count as part of the initial AGR probationary tour used in the career AGR program.

## **Certificate of Agreement and Understanding OTOT**

### ***Section I - Applicability***

- a. Army National Guard commissioned officers, warrant officers, and enlisted Soldiers entering into the Active Guard Reserve (AGR) program on a One Time Occasional Tour (OTOT) must sign this certificate of understanding and agreement prior to issuance of AGR orders.
- b. This form will be completed only once and will remain in force during the entire period the individual serves on Full-Time National Guard Duty (FTNGD) unless the certificate is revised by NGB.
- c. A copy of this certificate will be given to the individual and a copy will be filed permanently in the AGR Management files.

### ***Section II - Active Guard Reserve (AGR) One Time Occasional Tour (OTOT) Conditions and Obligations***

(Soldier will initial on appropriate line)

\_\_\_\_\_ I understand that I am entering a period of AGR FTNGD on a One Time Occasional Tour (OTOT).

\_\_\_\_\_ I understand that this period of AGR FTNGD will not be renewed or continued.

\_\_\_\_\_ I understand that I will not be reviewed by any AGR tour review process while serving on an OTOT.

\_\_\_\_\_ I understand that, if I am eligible, I will be considered by the Qualitative Retention Board (QRB) or Selective Retention Board (SRB) while serving on an OTOT.

\_\_\_\_\_ I understand that serving an OTOT does not entitle me to entry into a career AGR state and that I will not be entered into a career status upon completion of an OTOT.

\_\_\_\_\_ I understand that I may apply for career AGR positions and, if selected, may terminate the OTOT and be placed on a career AGR initial tour.

\_\_\_\_\_ I will be subject to the State Code of Military Justice.

\_\_\_\_\_ I will be managed under the regulations and policies that apply to the Army National Guard and my State.

\_\_\_\_\_ I understand that I may be reassigned without my consent and without geographical limitations within the boundaries of the State to meet the needs of the service at any time. Failure to comply with orders is grounds for removal from active service without board action and that I may be subject to appropriate administrative action and proceedings under the State Code of Military Justice. I further understand that I will receive Permanent Change of Station (PCS) entitlements as a result of reassignment to a duty station outside the established local commuting distance.

\_\_\_\_\_ I understand that my voluntary entry into an OTOT does not guarantee that I will attain 20 years of Active Service for retirement.

**Certificate of Agreement and Understanding OTOT (continued)**

***Section III***

I have been counseled on and understand all of the conditions and service requirements in this certificate. No other conditions or promises were made to me as a condition of my service on an OTOT in the AGR Program.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Typed or Printed Name & Rank

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Typed or Printed Name & Rank of Counselor

\_\_\_\_\_  
(Signature)