

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

NGID-HRO-AGR

4 August 2013

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **13-036**

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: HHC 1-183RD AV REG
UIC: WYQRT0
DUTY LOCATION: Boise, ID
AUTHORIZED GRADE: E5 Only
DUTY SSI OR MOS: 35F or ability to obtain
ELIGIBILITY: Open to Soldiers currently serving in the Idaho Army National Guard who hold the rank of SGT. SSGs may apply if willing to accept an administrative reduction.
GENDER LIMITATION: None
CLOSING DATE: 26 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.

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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.

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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 medium.
2. A physical profile of 222221.
3. Normal color vision.
4. Qualifying scores.
 - (a) A minimum score of 105 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 102 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 101 in aptitude area ST on ASVAB tests administered on and after 1 July 2004.
5. The Soldier must meet TOP SECRET (TS) Sensitive Compartmented Information (SCI) access eligibility requirements to be awarded this MOS. For training; Soldiers must meet TS with SCI access eligibility requirements or an interim TS with SCI access granted from the Central Clearance Facility (CCF).
6. A high school graduate or equivalent prior to entry into active duty.
7. MOS closed for reclassification into SFC, MSG and SGM except for those Soldiers within CMF 35.
8. Never been a member of the U.S. Peace Corps, except as specified in AR 614-200 (para 3-2.d).
9. Not have information in official military personnel file, Provost Marshal, intelligence, or medical records that would prevent the granting of TOP SECRET security eligibility under AR 380-67 (Para 3-401.a).
10. No record of conviction by court-martial.
11. No record of conviction by a civil court for any offense other than minor traffic violations.
12. Must be a U.S. citizen.
13. Soldier and spouse must not have immediate family members who reside in a country within whose boundaries physical or mental coercion is known to be common practice, either against-
 - (a) Persons accused of acting in the interest of the U.S. or
 - (b) The relatives of such persons to whom they may reasonably be considered to be bound by ties of affection, kinship, or obligation. Immediate family for both Soldier and spouse includes both blood and step-: parents, spouse, children, sisters, brothers, any sole living blood relative, or a person in loco parentis per AR 600-8-10.
14. Have neither commercial nor vested interest in a country within whose boundaries physical or mental coercion is known to be a common practice against persons acting in the interest of the U.S. This requirement applies to the Soldier's spouse as well.
15. Meet career management and development criteria contained in AR 614-200 and DA Pam 351-4.
16. Formal training (completion of MOS 35F course conducted under the auspices of the U.S. Army Intelligence Center of Excellence (USAICOE), Ft Huachuca, AZ) mandatory.
17. Be advised that due to the nature of training and assignments, temporary restrictions may be placed on foreign travel both during and after the term of service.

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, 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.

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 State Active Duty Emergency Volunteer Roster.

Maintain the unit sponsorship program.

Attend all Battalion Staff meetings and training sessions as the full-time S2 representative.

Maintain Battalion security programs (Personnel Security, Physical Security, Information Security, Intelligence Oversight, Antiterrorism, and TARP).

Maintain Battalion SIPRNET access and connectivity.

Provide Intelligence support to Operations Security.

Perform additional duties as assigned.