

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

NGID-HRO-AGR

10 January 2014

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **14-04**

1. One Time Occasional Tour (OTOT) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

**POSITION TITLE:** Senior Operations Sergeant  
**UNIT:** IDARNG REC & RET  
**UIC:** W90PAA  
**DUTY LOCATION:** Boise, ID  
**AUTHORIZED GRADE:** MSG/E8  
**DUTY SSI OR MOS:** 79T  
**ELIGIBILITY:** Open to current AGR Soldiers serving in the Idaho Army National Guard who hold the rank of SFC. This is a two year One Time Occasional Tour (OTOT).  
**GENDER LIMITATION:** None  
**CLOSING DATE:** 24 January 2014

2. This is an AGR controlled grade authorization temporarily allocated to the Recruiting & Retention Battalion. This opportunity is open to current Army AGR Soldiers that qualify for an OTOT and who currently or previously have held the 79T MOS or SQI "4". Applicants will possess at least 18 years of active service creditable towards an Army regular retirement and hold EPS list standing. The successful applicant is required to voluntarily resign from his/her current AGR position and execute a "Certificate of Agreement and Understanding OTOT" prior to accepting this tour. Consecutive OTOTs are not authorized. Upon completion of this two year tour, the Soldier may elect to retire from the Army National Guard, or defer retirement and return to a traditional status as a member of the Idaho Army National Guard.

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.

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a. AGR Application Checklist dated September 2013 on top of the application. Documents must be organized in this manner. Applications will not be accepted in binders or document protectors.

b. NGB Form 34-1 (completed and signed).

c. 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.

d. Copies of current temporary and permanent profiles. Expired profiles are not required for this announcement.

e. 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.

f. 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.

g. 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.

h. Previous five DA 2166-8 (NCO Evaluation Report).

i. Official DA Photograph in the Class A blue service uniform (green service uniform accepted).

j. Retirement Point Accounting Management (RPAM).

k. Current Personnel Qualification Record (PQR).

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

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

n. Must have or be able to obtain a Secret security clearance (this is a condition of employment).

6. 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  
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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

## **Recruiting and Retention Battalion Operations NCO**

The RR Operations NCO performs a myriad of duties and has varied responsibilities at the RR State Headquarters level. Responsibilities of the RR Operations NCO may include but are not limited to:

- a. Assist with supervising HQ support staff and daily operations.
- b. Collect, review and monitor SM reports to identify strengths and weaknesses in the State SM Plan and make recommendations as appropriate.
- c. Develop a comprehensive RRC training program that addresses pre and post MOS training for RRNCOs, RRB sustainment/refreshers training for all RRC positions, AWT, APFT, weapons qualification, and other areas as needed or directed.
- d. Monitor and evaluate RRB training requirements and develop, conduct or coordinate individual, team and region RRNCO motivational training targeted at improving attitudes, knowledge and skills.
- e. Monitor and evaluate training requirements for the RRB to include MOSQ requirements as well as NCOES using ATRRS. Coordinate any RRNCO training requirements with the RRNCOICs.
- f. Assist the RRB by obtaining applicant information and documents required by RRNCOs.
- g. Monitor GCRC and ARISS to ensure PS and NPS are loaded and registered in KEYSTONE and DPRO.
- h. Use DTMS to monitor and QC training schedules and annotate mandatory training, APFT, IWQ and other training requirements.
- i. Initiate all state and NGB level waivers workflows to the IDARNG HQs or National Guard Bureau through the use of Guidance Counselor Resource Center (GCRC) after receipt from RRNCO and verify all documents and present.
- j. Assist the MEPS GC on operations, scheduling and applicant tracking when needed.
- k. Advise the CSM and CDR on floor count and processing progress of applicants by using GCRC and Leader Zone.
- l. Ensures the State accession mission is input into ARISS and tracks its progress.
- m. Involved in the RSP planning process, monthly training, and is a QC for RSP continuity for accreditation processes.

## **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)