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

NGID-HRO-AGR 7 March 2014

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **14-08**

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 NCO**
UNIT:	**HHC 1-183RD AV REG**
UIC:	**WYQRT0**
DUTY LOCATION:	**Boise, ID**
AUTHORIZED GRADE:	**E4 or 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:	**8 April 2014**

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 dated September 2013 on top of the application. Documents must be organized in this manner. This can be found attached to this announcement or on iPort at: http://ngid-iport/sites/jfhq/G1/HRO/Pages/default.aspx.

c. NGB Form 34-1 (completed 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. 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. DD Form 369 (Police Record Check) is required if you do not hold the required MOS for this position. Fill out blocks 1-10 and sign block 11.

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

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

q. 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.

r. 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.

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

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Digitally signed by VANHORN.JOHN.LESLIE.1152074774
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, cn=VANHORN.JOHN.LESLIE.1152074774
Date: 2014.03.07 16:42:15 -07'00'

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.
(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 (Active Component only).
(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, ch 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 AND RESPONSIBILITIES

(1) Responsible to provide technical assistance to subordinate units, the headquarters logistics section, or other staff sections concerning logistics and maintenance management; Assists in providing proficiency training for logistical personnel within the command. Reviews current and future equipment authorization documents and provides recommendations for modification; Performs random reviews of subordinate unit expendable / durable requisitions; Assists in monitoring fund availability in accordance with regulations and the commander's priorities. Verifies property listings to ensure non-expendable quantities are commensurate with authorized levels of current or future authorization documents. Reviews current due-in status of back orders and identifies issues or problems. Assists on supply and maintenance discipline inspections and other like evaluations of subordinate logistical operations. Audits personal clothing records at subordinate elements; Examines organization clothing and individual equipment (OCIE) reports to ensure the completion of supply actions of subordinate units; Inspects OCIE records for procedural completeness, accountability, accuracy, and agreement with automated management systems; Reports findings and critical problem areas to appropriate command levels. Coordinates lateral transfers of excess clothing and equipment within the organization.

(2) Provides input for the development of command logistics policies. Consolidates unit level logistics feeder information for the organizational readiness report; Assists in preparing logistics plans for

scheduled training. Coordinates for the receipt and issue of billeting, equipment, and supplies for training; Reviews Financial Liability Investigation of Property Loss, Cash Collection, and Statements of Charges for property loss or damage; Reviews and forwards adjustment documents. Assists in monitoring high priority requisitions, reviews on-hand levels of equipment, identifies equipment excess and shortages, and reviews and coordinates transfers of equipment. Assists in coordinating the receipt, inventory, and issue of new equipment fielded to the organization; Prepares reports, schedules repair or maintenance, and requests replacement of GSA vehicles. Reviews, monitors, and forwards logistics correspondence and documents.

(3) Performs as a technical specialist in food service administration; Reviews and forwards subsistence requests and consumption reports. Adjusts scheduled meal menus based on training requirements. Reviews AT and IDT food service records and provides guidance to logistical and food service personnel. Prepares requests and provides and coordinates receipt of bulk and package petroleum, oil, and lubricants (POL). Coordinates and completes turn-in actions for POL. Prepares or assists in the preparation of ammunition and residue; Forwards reports of ammunition usage for reconciliation; Coordinates the request, issue, and turn-in of medical supplies; Maintains hazardous materials handling and environmental safety certifications. Prepares convoy and transportation requests for movement of equipment and personnel. Assists with the transportation of equipment scheduled for requests for movement of equipment and personnel. Assists with the transportation of equipment scheduled for repair or maintenance. Prepares correspondence and maintains logistical records and files.

(4) Must possess a working knowledge of the Property Book Unit System-Enhanced (PBUSE), FED LOG, Integrated Materiel Automation Program (IMAP), Logistics Information Warehouse (LIW), and FMSWEB (formerly Webstads).

(5) Must have basic accounting skills and be able to manage and execute a yearly budget; Experience with submitting contracts and procuring items through non-military chains; will be required to act as the Billing / Authorizing Official for the Battalion Purchase card system.

(6) Should be Proficient in Microsoft Office, especially Outlook, Word and Excel software; should possess excellent verbal and written communication skills, as well as presentation skills.

(7) Should have strong decision making ability and attention to detail; Ability to work as a team player and demonstrate personal initiative to complete the work of the team as a whole; Must be highly reliable and capable of meeting work schedule consistently and have the ability to handle a high volume of work with accuracy and efficiency; Will be required to operate in a fast-paced environment with changing priorities.

(8) May be required to coordinate with local officials, service organizations, etc., for a variety of purposes: armory security coordination with police, rental of the armory, recruiting activities, and organizational participation in celebrations; May coordinate the equipment requirements to support school activities such as “career days” for the purpose of informing individuals and groups of the benefits of belonging to the National Guard.