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

NGID-HRO-AGR 19 March 2014

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **14-10**

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:	**Property Book Officer / Aviation Material Officer**
UNIT:	**HHC 1-183RD AV REG**
UIC:	**WYQRT0**
DUTY LOCATION:	**Boise, ID**
AUTHORIZED GRADE:	**W3**
DUTY SSI OR MOS:	**152HG or ability to obtain**
ELIGIBILITY:	**Open to Aviation Warrant Officers currently serving in the Idaho Army National Guard who hold the rank of CW2 or CW3.**
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. ORB (Officer Record Brief).

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

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.

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

VANHORN.JOHN.LESLIE.1152074774

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: 2014.03.19 08:48:29 -06'00'

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

DUTIES AND RESPONSIBILITIES

- As the Property Book Officer (PBO), the individual is the primary accountable officer for Idaho Aviation Group unit's property management. Maintains the property books and multiple separate hand receipts utilizing Property Book Unit Supply - Enhanced (PBUSE) software.
- Ensures all non-expendable equipment per the Modified Table of Organization & Equipment (MTOE) table is on hand or on request.
- Uses the PBUSE system to accurately account for all non-expendable property in the Idaho Aviation Group.
- Conducts regular property book reviews for any changes in MTOE authorization and produces the necessary property directives for disposition of excess equipment.
- Assures all requisitions for the purchase of equipment, personal property, & supplies are properly reviewed for authorization & processed according to all applicable Army Regulations.
- Reviews user roles and permissions in PBUSE for accuracy.
- Receives and issues items to Primary Hand Receipt Holders or their designated representatives.
- Assigns property to Primary Hand Receipt Holders (PHRH) using automated property hand receipts according to 2-10, AR 710-2. Prepares inventory listings & assists PHRHs as required in conducting inventories to ensure accuracy.
- Acts as the central point for processing for the receipt, turn-in and lateral transfer of equipment between units within the Idaho Aviation Group and other entities and maintains all supporting documentation in the S4 historical files.
- Properly records and reports asset visibility to Logistics Support Agency (LOGSA) and verifies accuracy of PBUSE input.
- Conducts bi-annual Property Book reconciliations with USPFO and quarterly active back order validation and reconciliation.
- Ensures that annual and special inventories are conducted by PHRHs and provides guidance concerning accountability procedures. He/she provides supervisors and PHRHs with discrepancy reports and instructions on proper documentation for lost or missing property.
- It is preferred candidates will have thorough knowledge of applicable supply and property book accountability regulations.

DUTIES AND RESPONSIBILITIES (CONT'D)

- Acts as primary advisor to the command and supported units on all property accountability and organizational level supply matters.
- Assists Idaho Aviation Group units with needed information for accurate USR/QTB data.
- Locates and acquires standard and non-standard non-expendable equipment and supplies through military and non-military sources to meet unit readiness and operational requirements.
- Determines equipment funding requirements and coordinates funds availability with resource management activities.
- Coordinates with the Forces Integration and Resource Officer (FIRO) for the acquisition and distribution of new equipment fielding.
- Update Property Book SOP as required.
- Verify and correct TAMMS Serial and Registration errors.
- Other duties as assigned.