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

NGID-HRO-AGR 3 April 2014

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

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 Sergeant (3 positions)**
UNIT:	**HHT 2-116TH CAV REG, HHC(-) 145TH BSB, HHC(-) 116TH BSTB**
UIC:	**WYP3T0, WTQ2T0, WX42T0**
DUTY LOCATION:	**Caldwell / Lewiston / Twin Falls**
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:	**Male only in HHT 2-116TH CAV REG, Caldwell**
CLOSING DATE:	**18 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 (if not currently MOS qualified for position); Complete blocks 1-9 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: 2014.04.03 11:30:30 -06'00'

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.

92Y - Unit Supply Specialist (Unit Supply Spec), CMF 92

MAJOR DUTIES
The unit supply specialist supervises or performs duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment. MOSC 92Y2O, performs duties of the preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties:

1. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment.

2. Operate unit level computers (ULC).

3. Prepare all unit/organizational supply documents.

4. Maintains automated supply system for accounting of organizational and installation supplies and equipment.

5. Issues and receives small arms.

6. Secures and controls weapons and ammunition in security areas.

7. Schedules and performs preventive and organizational maintenance on weapons.

8. Provides technical guidance to lower grade personnel.

9. Inspects completed work for accuracy and compliance with established procedures.

10. Coordinates supply activities.

11. Reviews and annotates changes to unit material condition status report.

12. Post transactions to organizational and installation property books, and supporting transaction files.

13. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items.

14. Performs duties shown at preceding level of skill and provides guidance to lower grade personnel.

15. Directs supply personnel in establishing supply and inventory control management functions.

16. Maintain property under Property Book Unit Supply Enhanced (PBUSE) system.

17. Review daily and monthly records of issues of petroleum products and operating supplies.

18. Provide technical assistance to equipment records and parts specialist.

19. Assists and advises supply officer and commander.

Supply SGT Duties & Responsibilities

1. Performs all duties and responsibilities of a Unit Supply Specialist as previously mentioned to include maintaining computer program proficiency using Microsoft Office software, PBUSE, PureEdge, CCDF, and IMAP.

2. Performs all other duties as assigned.