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

NGID-HRO-AGR 24 April 2014

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **14-15**

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:	**Training NCO**
UNIT:	**DET 1 BTRY B 1ST BN 148TH FA**
UIC:	**WYLEB1**
DUTY LOCATION:	**St Anthony, ID**
AUTHORIZED GRADE:	**E4 or E5**
DUTY SSI OR MOS:	**13D 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**
CLOSING DATE:	**9 May 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. 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: 2014.04.24 15:04:35 -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 moderately heavy.
(2) A physical profile of 222221.
(3) Color discrimination of red/green.
(4) Qualifying scores.
(a) A minimum score of 95 in aptitude area FA in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
(b) A minimum score of 93 in aptitude area FA on ASVAB tests administered on and after 2 January 2002.
(5) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
(6) A U.S. citizen.
(7) Formal training (completion of MOS 13D course under the auspices of USAFAS or CECOM NETT mandatory.

Training NCO Duties & Responsibilities

Responsible for military training by devising and implementing training plans, guidelines and procedures, reports, and assessments for the unit and individuals assigned. Ensures that training is conducted in accordance with Army training doctrine. Prepares for unit yearly training workshops to develop yearly training plans with unit leadership. Prepares for monthly unit training meetings. Prepares training schedules and plans for approval of commander and higher headquarters. Maintains training guidance and documents as required by higher headquarters. Prepares training and evaluation outlines and lesson plans. As required, completes training expenditure forecasts. Coordinates training programs for the init to include the scheduling of training areas, obtained equipment, and other materials required for testing of personnel and training scorer/evaluators or test officers. Procures, designs, reproduces, and distributes a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit.

Assembles and maintains statistics on weapons qualification, crew qualifications, APFT, HT/WT, Warrior Tasks and drills, MOST and other critical data as required. Trains unit leaders on how to maintain leader books and other training material as directed by the command. Assists in preparing and maintaining unit training documents in DTMS.

Manages the military schools program of the unit. Coordinates with higher headquarters to obtain quotas for personnel to attend schools. Manages the use of school quotas, training support mandays, and other training resources allocated to the unit. Prepares and forwards requests for training for all unit members ensuring applicants are eligible to attend the school requested and all prerequisites have been met. Prepares automated requests for orders. Prepares or requests the appropriate personnel action upon completion of required training and other qualifications.

Prepares correspondence for approval by commander of higher level supervisor. Prepares and completes administrative and personnel transactions for the unit. Accomplishes or reviews a cariety of military personnel transactions including reenlistments, separations, promotions, duty assignments, transfer, medical evaluations, line of duty actions, security clearances, awards and decorations, retirements, etc., and forwards actions to a higher level military personnel office. Provides information and assistance training to unit personnel in the completion and maintenance of individual mobilization packets, ADOS applications, and the publication of required personnel orders. Maintains accountability of personnel actions using RCAS, iPERMS, and transmittals systems.

Assists in maintaining working relationships with local officials, clubs, etc for a variety of purposes such as armory security coordination with the police, suitability investigations, armory rentals, unit participation in celebrations, or fund raising drives, and to provide public information about the National Guard. Works with community organizations to obtain support for the National Guard. As directed, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities.

As required, assists in completing supply transactions for the unit in the absence of the Supply NCO. Requisitions, receives, stores, issues, and accounts for supplies and equipment such as rations, ammunition, fuel, clothing, office supplies, forms, and publications.

Performs recruiting and retention duties to maintain unit authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, and veteran's organizations.

In the absence of janitorial staff, works with other assigned full time support personnel to care for, clean, and maintain the armory facilities and grounds, to include lawn care and general maintenance.