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

NGID-HRO-AGR 7 February 2015

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **15-04 AMENDED**

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 (2 positions)**
UNIT:	**TROOP B(-) 2-116TH CAV REG / TROOP C 2-116TH CAV REG**
UIC:	**WYP3B0 / WYP3C0**
DUTY LOCATION:	**Nampa / Boise, Idaho**
AUTHORIZED GRADE:	**SSG / E6**
DUTY SSI OR MOS:	**19D or ability to obtain**
ELIGIBILITY:	**Open to current Soldiers serving in the Idaho Army National Guard who hold the 19D MOS and the rank of SPC or SGT. SSGs and above may apply, subject to the following conditions: 1) Soldiers holding the rank of SSG and above, having accrued six or more years of Active Service (AS), will agree to a voluntary reduction to the rank of the graded position upon acceptance of position; 2) Soldiers holding the rank of SSG and above, having accrued less than six years of AS, will agree to a voluntary reduction to the rank of SGT upon acceptance of position.**
GENDER LIMITATION:	**Males Only**
CLOSING DATE:	**20 February 2015**

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).

i. Previous five DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4s, to include E5s with insufficient time in grade.

j. Official DA Photograph in the Class A uniform (an unofficial photograph 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. Must have or be able to obtain a Secret security clearance (this is a condition of employment).

p. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

5. 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.

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
Boise, Idaho 83705-8112

7. 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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DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, cn=VANHORN.JOHN.LESLIE.1152074774
Date: 2015.02.07 08:10:03 -07'00'

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

TRAINING NCO DUTY DESCRIPTION

The primary purpose of the position is to serve as a Training NCO and conduct Administrative, Training, and Readiness operations. Works under direct supervision of the Troop Readiness NCO.

1. Responsible for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individuals assigned.

a. Prepares training guidelines, individual training records, and readiness reports.

b. Prepares for unit yearly training workshop to develop yearly training plan with unit leadership.

c. Prepares for monthly unit training meetings.

d. Prepares, submits and maintains training schedules and plans through the use of the Digital Training Management System (DTMS) for approval by the commander and higher headquarters.

e. Maintains training guidance and documents as required by higher headquarters.

f. Prepares automated requests for orders.

g. Prepares correspondence for approval by commander or higher level supervisor.

h. Completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtained equipment and other materials required for testing of personnel and training scorer/evaluators or test officers.

2. Manages the military schools program for the unit.

a. Coordinates with the higher headquarter to obtain quotas for personnel to attend school (Service, NCO, Special, etc).

b. Manages use of school quotas, training support man days and other training resources as allocated to the unit.

c. Reviews requests for training; ensuring applicants are eligible to attend the requested school, and prerequisites are met. Enrolls qualified unit personnel in schools using ARTRS and requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications.

d. Maintains tracking mechanisms to ensure Soldiers have completed pre-training requirements (ATTRS Schools) 60 days prior to training start date.

3. Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives.

a. Initiates requests for equipments training support to higher, adjacent, and other military commands to support unit training objectives

b. Provides input for the yearly training plan.

c. Assembles and maintains statistics on weapons qualification, crew qualifications/table certifications, Common Task Testing, Military Occupational Skill Qualification, Officer and Enlisted Education Schools and other critical data as required.

4. Responsible for the management and maintenance of AFCOS for Pay and the timely submission of DA Form 1379.

a. Reviews and corrects all Pay Inquiry Requests and Travel Vouchers.

b. Request Travel/Active Duty Orders necessary for personnel to complete assigned tasks, Training, other requirements and processes them for pay

c. Maintains and tracks financial transactions using a finance transmittal letter.

d. Ensures submission of finance transactions in a timely manner.

e. Prepares attendance rosters for IDT and Annual Training

5. Completes administrative and personnel transactions for the unit.

a. Reviews and provides recommendations for the assignment and utilization of military personnel in accordance with authorized manning documents.

b. Accomplishes or reviews a variety of military personnel transactions including reenlistments, separations, promotions, duty assignments, transfers, 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 to personnel in completing personnel actions; Provides technical assistance to unit personnel in the completion and maintenance of individual mobilization packets, ADSW Applications, and the publication of required personnel orders.

c. Maintains accountability of personnel actions using SIDPER Transmittal system, and or office transmittal system as appropriate.

6. Provides assistance to the commander /1SG pertaining to military personnel administration.

a. Researches and resolves routine military personnel problems and questions.

b. Provides information to unit personnel about benefits and entitlements, career and bonus programs, educational, and other benefits.

c. Assembles supporting documentation required at higher levels when processing actions such as administrative discharges, etc.

7. As required, assists in completing supply transactions for the unit in the absence of the Supply NCO.

8. Assignment as Detachment Training NCO.

a. Ensures the armory is properly maintained; submits facility maintenance requests, and following up to ensure maintenance issues are remediated as soon as possible.

b. Safeguards the building and its contents by developing building security plans, testing intrusion detection systems, and monitoring security procedures to determine if unit members are adhering to guidelines.

c. Ensures building is cleaned and ready for use by organizations during their scheduled events.

d. Submits Community Relations Requests (COMREL) to determine the propriety of purposes for requested use of the facility is handled in accordance with governing directives.

e. Coordinates with community partners to disseminate denial of use for the building when the purpose for its use is improper or in competition with community business.

f. Maintains working relationships with local officials, for a variety of purposes such as, armory security coordination with police, armory rental, unit participation in celebrations, and emergency operations / homeland security.

g. As required, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities.

9. Performs other duties as assigned.

10. Required Formal Military Training:

a. MOST based on military assignment MTOE/TDA (with-in 1 year of assignment).

b. Professional Education Center (PEC) Camp Joseph T Robinson AR

(1). HRR-022A Unit Training NCO (with-in 1 year of assignment).

(2). HRR-011 Basic HR Course (with-in 2nd year of assignment).

c. NCOES based on grade, Advanced Leader Course within 2 years of Selection and Promotion to E6.