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

NGID-HRO-AGR 7 June 2015

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **15-18**

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**
UNIT:	**HHC(-) 116TH CBCT**
UIC:	**WYLHAA**
DUTY LOCATION:	**Boise, ID**
AUTHORIZED GRADE:	**W2**
DUTY SSI OR MOS:	**920A or ability to obtain**
ELIGIBILITY:	**Open to current Warrant Officers serving in the Idaho Army National Guard or those eligible to become a Warrant Officer. See page 4 for prerequisites.**
GENDER LIMITATION:	**None**
CLOSING DATE:	**6 July 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) or ORB (Officer Record Brief).

i. All DA 2166-8 (NCO Evaluation Report) or previous 5 DA 67-9 (Officer Evaluation Report).

j. DA Photograph in ASUs, taken within one year (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. All applicants 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. 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.l.vanhorn.mil@mail.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: 2015.06.07 14:36:25 -06'00'

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

920A Prerequisites (Reserve Component):

1. Must be a SGT or above.

2. Be an ALC graduate in MOS 92Y or 68J (waiverable on a case-by-case basis).

3. Have at least five years experience in MOS 92Y or 68J within the last eight years. Military Technician, Government Contract, and other civilian job experiences that correlate with the feeder MOSs will be considered for all Army National Guard and US Army Reserve Soldiers.

4. Must score at the 12th grade level on the English portion (Language) of the Test for Adult Basic Education (TABE); Soldiers possessing an Associate, Bachelor, Master or PhD Degree are exempt.

5. Provide copies of all NCOERs; the majority of the Soldier's NCOERs must be noted with "Successful" Performance and "Superior" Potential ratings by the Senior Rater. Military Technician, Government Contract, and other Civilian appraisals will be taken into consideration to determine the Soldier's level of competence in the feeder MOSs.

116th CBCT Property Accounting Technician Duty Description

As the Property Accounting Technician, individual is the primary accountable officer for 116th Cavalry Brigade Combat Team property management. Maintains the Brigade Property Books and multiple separate hand receipts utilizing Property Book Unit Supply - Enhanced (PBUSE) software.

Uses PBUSE to accurately account for all non-expendable property. Requests, receives, and issues non-expendable property items to Primary Hand Receipt Holders or designed representatives.

Ensures all requisitions for the purchase of equipment, personal property, and supplies are properly reviewed for authorization and processed according to all applicable Army Regulations.

Receives and issues items to PHRH or designated representatives.

Assigns property to PHRH using automated property hand receipts according to AR 710-2, Para 2-10. Prepares inventory lists and assists hand receipt holders as required in conducting inventories to ensure accuracy.

Reviews policies and guidance from higher echelons pertaining to the maintenance of all personal property records and determines applicability to the AOR.

Acts as the central point for processing the receipt, turn-in, and lateral transfer of equipment between companies within the Brigade and between the Brigade and USPFO.

Preferably possesses thorough knowledge of applicable supply and property book regulations.

Properly records and reports asset visibility to Logistics Support Agency (LOGSA) and verifies accuracy of PBUSE input.

Reviews and analyzes Logistics Army Authorization Document System (LOGTAADS). Updates Modified Table of Organization and Equipment (MTOE) changes to determine effect to current and future primary hand receipts and unit mission.

Ensures that annual and special inventories are conducted by hand receipt holders and provides guidance concerning accountability procedures. Provides supervisors and hand receipt holders with discrepancy reports and instructions on proper documentation for lost or missing property.