

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

NGID-HRO-AGR

3 August 2016

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **16-22**

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:** 25TH ARMY BAND  
**UIC:** WQJ5AA  
**DUTY LOCATION:** Boise, ID  
**AUTHORIZED GRADE:** E5  
**DUTY SSI OR MOS:** 42R Only  
**ELIGIBILITY:** Open to Soldiers currently serving in the Idaho Army National Guard who hold the rank of SPC through SGT. SSGs and above may apply, subject to the following condition: 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.  
**GENDER LIMITATION:** None  
**CLOSING DATE:** 29 August 2016

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.

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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 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 369 (attached to this announcement); Fill out 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).

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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. 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 1500 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 Farin Cole Schwartz at DSN 212-4215/COM 208-272-4215 or [farin.c.schwartz.mil@mail.mil](mailto:farin.c.schwartz.mil@mail.mil).

FARIN C. SCHWARTZ  
MSG, IDARNG  
Army AGR Manager

## **DUTIES AND RESPONSIBILITIES**

The selectee will perform both Training NCO and Supply Sergeant duties as follows:

Responsibility 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 training guidelines, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Prepares for unit yearly training workshop to develop yearly training plan 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. Prepares automated requests for orders. Prepares correspondence for approval by commander or higher level supervisor. As required, completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtaining 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.

Manages the military schools program of the unit. Coordinates with higher headquarters to obtain quotas for personnel to attend schools (Service, NCO, Special, etc). Manages use of school quotas, training support mandays and other training resources as 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 or requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications.

Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives. Initiates requests for equipment training support to higher, adjacent, and other military commands to support unit training objectives. As directed, operate and maintain indoor firing range facility. Develops the unit Mission Essential Task List (METL) and provides input for the yearly training plan. Assembles and maintains statistics on weapons qualification, crew qualifications/table certifications, Army Physical Fitness Test, weight control, Common Task Testing, Military Occupational Skill Qualification and other critical data as required. Trains unit leaders on how to maintain leader books and other training materials as directed by the command. Assist in preparing and maintaining the unit's Training Assessment Module (TAM).

Assist in maintaining working relationships with local officials, clubs, etc., for a variety of such purposes as armory security coordination with the police, suitability investigations, armory rental, 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/Technician. Requisitions, receives, stores, issues, and accounts for supplies and equipment such as rations, ammunition, fuel, clothing, office supplies, forms and publications,

communications equipment, small arms, tool sets, vehicles, etc. Posts, updates, and maintains in current stays unit property records such as hand receipts, and equipment checklists. Initiates reports of survey when necessary and statements of charges for lost, damaged, or destroyed property.

As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters.

Performs recruiting duties to maintain the unit at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veteran's organizations, schools, active duty recruiters and other organizations and groups. Participates in school activities such as "career days" for the purpose of informing individuals and groups of the benefits of belonging to the National Guard.

In the absence of janitorial staff, works with other assigned full time support personnel to care for, clean and maintain the National Guard Armory, including lawn care and general user maintenance.

Incumbent is responsible to provide technical assistance to subordinate units, the headquarters logistics section, or other staff sections concerning logistics and maintenance management. Assists in providing proficiency training for logistical personnel within the command. Reviews current and future equipment authorization documents and provides recommendations for modification. Performs random reviews of subordinate unit expendable/durable requisitions. Assists in monitoring funds availability in accordance with regulations and the commander's priorities. Verifies property listings to ensure non-expendable quantities are commensurate with authorized levels of current or future authorization documents. Reviews current due-in status of back orders and identifies issues or problems. Assists on supply and maintenance discipline inspections and other like evaluations of subordinate logistical operations. Audits personal clothing records at subordinate elements. Examines organizational clothing and individual equipment (OCIE) reports to ensure the completion of supply actions of subordinate units. Inspects OCIE records for procedural completeness, accountability, accuracy, and agreement with automated management systems. Reports findings and critical problem areas to appropriate command levels. Coordinates lateral transfers of excess clothing and equipment within the organization.

Provides input for the development of command logistics policies. Consolidates unit level logistics feeder information for the organizational readiness report. Assists in preparing logistic plans for scheduled training. Coordinates for the receipt and issue of billeting, equipment, and supplies for training. Reviews Reports of Survey, Cash Collections, and Statements of Charges for property loss or damage. Reviews and forwards adjustments documents. Assists in monitoring high priority requisitions, review on-hand levels of equipment, identifies equipment excess and shortages, and reviews and coordinates transfers of equipment. Assists in coordinating the receipt, inventory, and issue of new equipment fielded to the organization. Prepares reports, schedules repair or maintenance, and requests replacement of GSA vehicles. Reviews, monitors, and forwards logistics correspondence and documents.

Performs as a technical specialist in food service administration. Reviews and forwards subsistence requests and consumption reports. Adjusts scheduled meal menus based on

training requirements. Reviews AT and IDT food service records and provides guidance to logistical and food service personnel. Prepares requests and coordinates receipt of bulk and package petroleum, oil, and lubricants (POL). Coordinates and completes turn-in actions for POL. Prepares or assists in the preparation of ammunition requests. Coordinates and assists in the receipt, issue, and turn-in of ammunition and residue. Forwards reports of ammunition usage for reconciliation. Coordinates the request, issue, and turn-in of medical supplies. Maintains hazardous materials handling and environmental safety certifications. Prepares convoy and transportation requests for movement of equipment and personnel. Assists with the transportation of equipment scheduled for repair or maintenance. Prepares correspondence and maintains logistical records and files.

May be required to coordinate with local officials, service organizations, etc., for a variety of purposes: armory security coordination with police, rental of the armory, recruiting activities, and organizational participation in celebrations. May coordinate the equipment requirements to support school activities such as "career days" for the purpose of informing individuals and groups of the benefits of belonging to the National Guard.