



**AMENDED**

Idaho Army National Guard  
Human Resource Office  
4794 General Manning Avenue, Bldg 442  
Boise, Idaho 83705-8112



NGID-HRO-AGR

28 April 2017

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **17-22 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:** Garrison Deputy Commander  
**UNIT:** USARNG Installation Support Unit  
**UIC:** W7XEAA  
**DUTY LOCATION:** Boise, Idaho  
**AUTHORIZED GRADE:** O5  
**DUTY SSI OR MOS:** Immaterial  
**ELIGIBILITY:** **Open to current Idaho Army National Guard Commissioned Officers in the rank of LTC (O-5) who have completed ILE.**  
**GENDER LIMITATION:** None  
**CLOSING DATE:** 31 May 2017

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 of 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).

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 17-22 Amended

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. DA Form 4037 Officer Record Brief or Enlisted Record Brief.

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

j. DA Photograph in Army Service Uniform (ASU), taken within one year (an unofficial photograph is acceptable). If currently deployed, a photograph in ACU/OCP 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 (to include OCS certificate for Enlisted Soldiers), etc.

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.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **17-22 Amended**

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 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**

8. POC for further information is 1SG Farin Cole Schwartz at 208-272-4215 or [farin.c.schwartz.mil@mail.mil](mailto:farin.c.schwartz.mil@mail.mil).

FARIN C. SCHWARTZ  
1SG, USA  
Army AGR Manager

## **Installation Support Unit Garrison Deputy Commander Duty Description**

### **Supervisory Controls**

Works under the supervision of the Garrison Commander who provides broad policy and program guidance. Serves as the Area Official (AO) for the Installation Support Unit and supervises the AGR and Technician workforce. Manages subordinate personnel, facilities, and equipment required to operate the Orchard Combat Training Center (OCTC) and Gowen Field. For purposes of clarification the installation for this job description will include the OCTC. The commander discusses with the incumbent major management policies, principles, procedures, and problems affecting the installation operations. Completed work is evaluated in terms of overall adequacy and effectiveness of the organization in accomplishing its mission. The incumbent exercises initiative and executive leadership in maintaining installation and garrison programs and in representing the commander in his absence. Performance is evaluated in terms of overall accomplishments, effectiveness, and judgmental decisions on management matters.

### **Major Duties**

1. Serves as the Deputy to the Garrison Commander. As such, the incumbent is a member of the installation's top management group responsible for providing advice and coordination to the Installation Commanding General (CG), Garrison Commander (GC), Garrison Directors and staff. The incumbent has the authority to direct necessary action or planning and to control management actions concerning a large segment of functional activities under the Garrison Commander. Acts as the Garrison Commander in his absence with full authority over all garrison activities other than those requiring a military authority (ICMJ actions, military leave requests, etc.) Provides direction for the completion and modification of proposed actions prior to submission to the GC or CG for decision. Directs the attention of the GC and CG to potential funding problems and recommends local, State of Idaho, NGB, HQDA, and solution. Ensures identification, coordination, and approval of long-range integrated development planning issues. Assures compliance with policies and guidance and directs actions involving a full range of support to tenant and transient unit activities. Manages continuous operational readiness of the training center in support of national defense initiatives and missions. Ensures that the training center is fully operational, on short notice (less than 24 hours), to support troops and units that are trained, certified and immediately deployed to the war fight. Ensures that complex planning and scheduling of unscheduled work is accomplished to support troop mobilizations involving continuous, long-range, short-range and one-of-a-kind planning for unique and specialized training support. Provides direct support and complex coordination involving secured operations of national defense initiatives with MACOM (major commands) or higher commands. Maintains notification rosters for call up of key personnel for immediate operational support.

2. Under the Garrison Commander's direction, manages the day-to-day base operations for installation, tenant activities, and OCTC. Participates fully with the Garrison Commander to formulate goals, policies, and strategic objectives for the installation to include the OCTC. Provides administrative program direction and supervision to the Directors of: Logistics, Community Activities & Services, Planning, Operations, Training and Security, and Public Works for the Orchard Combat Training Center's mission. Monitors and effects the implementation of higher level guidance and adapts guidance for local situations. Implements an internal control system to effect a sound system of accountability. Presents recommendations to the GC and CG for new organizational structures and management methods. Manages the units Strategic Planning process. Communicates and performs complex coordination, inside and outside the training center, with National Guard Bureau (NGB) personnel, the commands of other MACOMs, states and their staffs and various organizational headquarters on matters pertaining to supply and training support activities at the training center. Coordinates, supervises, and conducts pre-camp conferences with higher headquarters staff personnel

and organizational commanders. In conjunction with the IDARNG PAO, Interacts with the local media and handles sensitive public relations problems. Responds to congressional inquiries concerning legislation that has potential impact on current and future training center operations and requirements in support of national defense missions.

3. Meets with top management officials of the installation, tenant organizations, OCTC, National, State and Local officials, and local business officials. Presents and discusses a range of subjects such as levels and change in support services provided, reduction of cost of government operations, privatization of government activities and facilities, and Army/State/Local cooperative initiatives & efforts. Coordinates activities and actions involving several organizations, establishing responsibilities and time schedules when necessary. Informs the GC and CG of major problem areas, presenting a plan to resolve the issue. Participates in various planning, financial, and operational committees and boards. Develops and executes comprehensive programs to improve productivity, cost effectiveness, and efficiency of installation activities. Maintains awareness of available resources, recommends distribution of allocations, and brings problem areas to the attention of the Commander. Coordinates execution of alerts, deployments and redeployments, mobilizations, security, and force protection plans.

4. Manages the operation, maintenance, repair, rehabilitation, and construction of all real property. This includes the OCTC, installation training center facilities, utilities, buildings, structures, roads, ranges, water systems, disposal systems, sewage systems, bridges, communications and electrical systems. Oversees the development and implementation of the training center master and range development plans in close coordination with facilities engineering, state directorate staffs, and other Department of Defense (DOD) agencies to ensure long-term capabilities are available to support national defense initiatives. Attends meetings with Federal, state, city officials, and civic organizations for the purpose of obtaining public services, planning for future needs, and discussing community problems or development plans that affect training center operations in support of national defense missions.

5. Implements programs to ensure compliance with environmental and natural resource regulations established by Federal, state, and local agencies in coordination with the Idaho Army National Guard Environmental office. Maintains direct dialogue with regional EPA representatives concerning pending legislation affecting current and future national defense initiatives at the training center. Ensures that the installation has requisite noise abatement programs, noise complaint processing systems and follow up program reporting. Ensures required environmental documentation such as Installation Natural Resource Management Plans and Cultural Resource Management Plans are in place, and that historical holdings are current and available for public review. Ensures that all other environmental programs are within compliance. Develops and implements local procedures and programs to ensure the physical security and safety of the employees, tenants, facilities, and property of the Training Center.

6. Under the Garrison Commander's direction, develops and implements local regulations, procedures, and operating instructions tailored to the specific needs of the OCTC and addresses such functions as logistics and facilities management, range operations, administrative requirements, and public relations. Manages, assigns and plans work to be accomplished by subordinate supervisors and employees; sets and adjusts long-term priorities; and prepares long-term schedules for completion of work. Assigns work to subordinate supervisors and/or employees based on priorities, consideration of the difficulty and requirements of assignments. Evaluates work performance of subordinate supervisors and other employees, as required. Offers advice and counsel to subordinate supervisors and/or employees regarding technical and administrative issues. Approves recommended appointments, promotions, or reassignments to positions. Hears and resolves group grievances and serious unresolved complaints. Effects disciplinary actions regarding serious cases. Provides the developmental and training needs of employees. Explores ways to improve production or increase the quality of the work directed. Develops performance standards and evaluates subordinate supervisors. Assures reasonable equity (among

units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work; directs a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources); makes decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors; Serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors; makes or approves selections for subordinate nonsupervisory positions; recommends selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions; hears and resolves group grievances or serious employee complaints; reviews and approves serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates; makes decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the unit; determines whether contractor performed work meets standards of adequacy necessary for authorization of payment; approves expenses comparable to within-grade increases, extensive overtime, and employee travel; recommends awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others. Participates in the selection of key civilian staff members. Manages the Commercial Activities programs to ensure that the best interests of the Government and workforce are maintained. Supports and furthers Equal Employment Opportunity and the Military Equal Opportunity Programs. Ensures maintenance of position management programs. Works with labor union representatives. Consults with personnel managers to assure that all personnel management responsibilities are satisfied.

7. Represents the Garrison Commander at ceremonies, official functions, and public events. Meets with visitors to promote interests and viewpoints of the installation and OCTC. Gives speeches to local interest groups to promote community relations and briefs at higher level conferences and seminars.

Performs other duties as assigned.

Other Significant Facts:

Incumbent must obtain and maintain a Top Secret clearance.