



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



NGID-HRO-AGR

17 May 2017

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **17-27**

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:	READINESS NCO
UNIT:	HHC 1-183RD AV REG
UIC:	WYQRT0
DUTY LOCATION:	Boise, ID
AUTHORIZED GRADE:	E5
DUTY SSI OR MOS:	15T or ability to obtain
ELIGIBILITY:	Open to current Service members of all branches who hold the grade of E4 or E5 who have completed Army or Marine Corps BCT, Air Force or Navy Special Operations Forces training, or Air Force Security Police training. Applicants must be willing to transfer to the Idaho Army National Guard. Service members holding the grade of E6 may apply, but will agree to a voluntary reduction to the grade of E5 upon acceptance of position.
CLOSING DATE:	15 June 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. The selected applicant must complete a flight physical and be medically cleared for flight duty. This is a condition of employment.

4. Applicants must possess a valid State Motor Vehicle Operator license.

5. **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 2166-8/2166-9 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4s, to include E5s with insufficient time in grade.

j. DA Photograph in Army Service Uniform, taken within one year (an unofficial photograph is acceptable). If currently deployed, a photograph in ACUs/OCPs 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.

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.

FARIN C. SCHWARTZ
1SG, USA
Army AGR Manager

READINESS NCO

The primary purpose of this position is to represent the Commander in day-to-day operations. Plans and provides assistance to ensure the required training, personnel, administration, logistics, strength and public relations objectives are achieved and requirements are accomplished. Provides overall guidance for the full-time force of the unit. Anticipates and recommends solutions for the needs of the unit in all aspects of mobilization readiness. Provides day-to-day supervision of all unit FTS employees.

DUTIES AND RESPONSIBILITIES

1. Advises the Commander on training, logistics, personnel and unit mobilization readiness requirements and ensures the unit develops, updates, and maintains comprehensive mobilization plans. Duties include, but are not limited to, preparation of the unit's required mobilization reports and documents such as transportation reports, load plans, movement plans, post mobilization training support, and alert rosters. Reviews and implements mobilization directives. Ensures the completion of security clearance requirements. Ensures incoming correspondence, regulations, and publications are reviewed, interpreted, and implemented.
2. Serves as primary point of contact for input into the unit readiness reports. Performs continuous analysis and refinement of unit readiness data to ensure validity, currency, accuracy, and availability to the battalion headquarters. Provides training and assistance to the Commander and unit personnel on reporting procedures and other matters pertaining to readiness.
3. Manages the military school program of the unit. Coordinates with higher headquarters and/or Deputy Chief of Staff, Operations Training Branch, to obtain quotas for personnel to attend schools (Service, NCO, Special, etc.). Monitors the expenditure of funds for additional training assemblies. Monitors use of school quotas, training support mandays, and other training resources when they are allocated to the unit. Ensures school applicants are eligible to attend the schools and all prerequisites are met.
4. Prepares and/or reviews training directives, individual training records, operation orders, mobilization plans, SOPs, and readiness reports. Reviews or prepares training schedules and plans for approval of Commander and higher headquarters. Ensures the maintenance of training guidance and documents as required by higher headquarters. Prepares and/or reviews automated requests for orders. Prepares and reviews draft correspondence for approval by Commander or higher level supervisor. As required, reviews or completes training expenditure forecasts. Ensures coordination of all 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. Ensures the procurement, design, reproduction, and distribution of a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit.
5. Coordinates the recruiting and retention efforts of the unit with full time Recruiting and Retention personnel. 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, veterans' 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 in joining the National Guard.

6. Prioritizes and assigns work to subordinates. Coordinates with higher level supervisors to fill vacancies. Incumbent refers problems to the proper command level to be solved. Ensures Training NCO is trained to complete day-to-day operations.

7. Performs other duties as assigned.

MOS 15T - UH-60 Helicopter Repairer

1. A Soldier in MOS 15T performs and/or supervises inspections, repairs and maintenance according to drawings, blueprints, directives, technical manuals, and safety procedures (excluding repair of armament, avionic, electrical and cryptographic equipment/system components) to include the lubrication of required components and the removal and installation of aircraft subsystems, using special tools and equipment as required. Prepares aircraft related maintenance forms and records. Typically assigned to Aviation Field or Sustainment maintenance units. Performs non-rated crewmember duties as a Crew Chief. Select Soldiers perform nonrated crewmember duties on the aircraft that are essential to its operation and or specific flight mission.

2. Performs and installs aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions, mechanical flight controls and their components. Services and lubricates aircraft and subsystems. Prepare aircraft for inspections and maintenance checks. Performs scheduled inspections and assists in performing special inspections. Performs limited maintenance operational checks and assists in diagnosing and troubleshooting aircraft subsystems using special tools and equipment as required. Requisitions and maintains shop and bench stock for repair of aircraft systems and equipment. Maintains facilities for storage of flammable and hazardous materials. Uses and performs operator maintenance on tools, special tools and aircraft ground support equipment. Prepares forms and records related to aircraft maintenance. Performs non-rated crewmember duties.

3. Provides technical guidance to subordinate personnel. Performs operational checks and scheduled inspections. Diagnoses and troubleshoots malfunctions in aircraft subsystems. Conducts flight and academic instruction in accordance with Aircrew Training Program (ATP). Monitor hazardous material control and storage.

4. Physical demands rating and qualifications for initial award or reclassification of MOS:

- a. A physical demands rating of Significant (Gray).
- b. A physical profile of 222211.
- c. Normal color vision.
- d. Qualifying scores.

(1) A minimum score of 105 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(2) A minimum score of 102 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(3) A minimum score of 104 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.

(4) A Minimum OPAT score of Standing Long Jump (LJ) -0140 cm, Seated Power Throw (PT) - 0400 cm, Strength Deadlift (SD) - 0140 lbs., and Interval Aerobic Run (IR) - 0040 shuttles in Physical Demands Category "Significant" (Gray).