



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



NGID-HRO-AGR

11 January 2018

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **18-08**

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: USARNG INST SUPPORT UNIT
UIC: W7XEAA
DUTY LOCATION: Boise, ID
AUTHORIZED GRADE: E6
DUTY SSI OR MOS: Immaterial
ELIGIBILITY: Open to current Service members of all branches who hold the grade of E4 to E6 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 that have accrued less than six years of active service will agree to a voluntary reduction to the grade of E5 upon acceptance of position.
CLOSING DATE: 16 February 2018

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 August 2017 on top of the application. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho-specific site 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 any current temporary and permanent profiles.

f. DA Form 705 (Army Physical Fitness Test Score Card) showing a minimum of the last five record tests with the most current test not older than one year. A statement explaining the absence of record tests is required.

g. Certified Height/Weight (HT/WT) Memo or DA 5500/5501 dated within 30 days of the close date of this announcement. HT/WT on the APFT scorecard is NOT a substitute.

h. ERB (Enlisted Record Brief). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your ERB. Otherwise, documentation must be attached showing current ASVAB scores.

i. Previous 5 DA 2166-8/9 (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.

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. Application packets must arrive **no later than 1500 hours** on the closing date specified in this announcement to the address below. Packets may be delivered in person, by mail, or by email. Mailing of application packets using military postage is prohibited. All emailed packets will be printed prior to the board and will have no guarantee of print quality.

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

8. POC for further information is SSG Dustin Dyer at 208-272-4214 or dustin.v.dyer.mil@mail.mil.

FARIN C. SCHWARTZ
1SG, USA
Army AGR Manager

TRAINING NCO DUTIES AND RESPONSIBILITIES

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 Readiness NCO.

1. Responsibility 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 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 ATRRS 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 (ATRRS 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 equipment 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, FTNGD Applications, and the publication of required personnel orders.

c. Maintains accountability of personnel actions using SIDPERS 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. Performs other duties as assigned.