



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



NGID-HRO-AGR

19 July 2019

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 19-17

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 1-183RD AV REG  
**UIC:** WYQRT0  
**DUTY LOCATION:** Boise, Idaho  
**AUTHORIZED GRADE:** W4  
**DUTY SSI OR MOS:** 920A  
**ELIGIBILITY:** Open to W1-W2 Warrant Officers that hold the 920A MOS or Enlisted Soldiers that meet the prerequisites for 920A and are current members in any branch of the United States Army, including Regular Army, Army Reserve, and Army National Guard. Applicants must be willing to transfer to the Idaho Army National Guard.  
**CLOSING DATE:** 30 August 2019

2. **AGR orders for this position will begin on 1 October 2019.** Enlisted hire must successfully complete WOCS and WOBC within two years of hire.

3. **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.

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 of 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 February 2018 for Officers (or August 2017 for Enlisted) 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. DA Form 4037 Officer Record Brief (or ERB for Enlisted).

i. Previous five DA 67-9 Officer Evaluation Report (or NCOER for Enlisted).

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. Other documentation to show qualifications i.e. resume, certificates (to include OCS certificate for Enlisted), etc.

p. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment).

q. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

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6. 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.

7. 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.

8. 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](mailto:dustin.v.dyer.mil@mail.mil).

DUSTIN V. DYER  
SSG, USA  
Army AGR Manager Assistant

### **920A Prerequisites (Army National Guard):**

1. Must currently have, or be able to attain, an Army GT score of 110.
2. Must have US Citizenship.
3. High School graduate or GED.
4. Final Secret clearance prior to attending WOBC.
5. Pass the standard 3 event Army Physical Fitness Test (FY20 may require 6 event ACFT – TBD).
6. Pass the Commissioning Physical for Technicians.
7. Must be SGT or above.
8. Be an ALC graduate in MOS 92Y (waivable on a case-by-case basis).
9. Have at least five years' documented experience in MOS 92Y within the last eight years. Military Technician, Government Contract, and other civilian job experiences that correlate with the feeder MOSs will be considered.
10. Must score at the 12th grade level on the English portion (Language) of the Test for Adult Basic Education (TABE); Soldiers possessing an Associate's degree or higher and Soldiers who have completed 6 credit hours of College English are exempt.
11. Provide copies of all NCOERs; the majority of the Soldier's NCOERs must be noted with "Successful" performance and "Superior" potential by the Senior Rater or "Exceeded Standard" performance by the Rater and "Highly Qualified" potential by the Senior Rater, depending on which version of the NCOER is in the Soldier's packet. 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.

## **General overview of Idaho Aviation Group Property Book Officer Duty Description**

Maintain a formally prescribed set of records for the Idaho Aviation Group property account. Responsible for the care, custody, safekeeping and disposition of government property utilizing Global Combat Support System – Army (GCSS-A) software.

Possesses thorough knowledge of applicable supply and property accountability regulations. Properly records and reports asset visibility to Logistics Support Agency (LOGSA) and verifies accuracy in GCSS-A.

Supervises the preparation, maintenance, and management of the document and/or voucher register, regardless of the physical location of the property. Uses GCSS-A to accurately account for all non-expendable property. Requests, receives, and issues non-expendable property items to Primary Hand Receipt Holders or designated 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.

Assigns property to PHRH using automated property hand receipts in accordance with appropriate supply regulations. 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 Aviation Group and between Aviation and USPFO or Aviation and other Idaho commands.

Reviews and analyzes Logistics Army Authorization Document System (LOGTAADS). Updates authorization documents, and 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.

Performs GCSS-A Administrative duties as assigned.

Assigned as an analyzer, user, and leveling officer of Decision Support Tool.

Other duties as appropriate.