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

NGID-HRO-AGR 16 September 2020

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **20-32**

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:	**DET 1 CO F (-) 145th BSB**
UIC:	**WTQ2F1**
DUTY LOCATION:	**Rigby, Idaho**
AUTHORIZED GRADE:	**SSG / E6**
DUTY SSI OR MOS:	**88M or ability to obtain**
ELIGIBILITY:	**Open to current Service Members in the Idaho Army National Guard who hold the grade of E4 (promotable) to E6.**
	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:	**15 October 2020**

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. DTMS, IMR, RPAM, SRB.

a. Applications will not be accepted in binders or document protectors.

b. AGR Application Checklist dated September 2020. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho National Guard Human Resource website at:

https://inghro.idaho.gov/hr/forms/forms.htm#formsArmyAgrJobs

c. NGB Form 34-1 (completed and signed).

d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / Health Resources Dropdown / My MEDPROS (view my record) / Forms / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. Copies of current temporary and permanent profiles.

f. Digital Training Management System (DTMS) APFT and Height/Weight Report. Must be signed and dated by unit Training or Readiness NCO. A letter of explanation is required for any absence of record APFT or Ht/Wt entries. ***"Due to ongoing restrictions surrounding COVID-19, most recent tests will be accepted by this office"***

g. SRB (Soldier Record Brief). Board selection format preferred (validated/certified). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your SRB. Otherwise, documentation must be attached showing current ASVAB scores or other qualifications.

h. Last five consecutive NCOERs/OERs and/or Commander's Letter of Recommendation for service members with less than ratings.

i. Retirement Point Accounting Management (RPAM) worksheet.

j. DD 369 (attached to this announcement); fill out blocks 1-9 and sign block 11.

k. Documentation supporting applicant's qualifications i.e. resume, certificates, etc. (optional).

l. 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.

m. Biographical Sketch (Commissioned Officers Only). Must be signed by the applicant.

n. DA 1059 and/or Certificates for all OES Courses (Commissioned Officers Only).

o. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment). A security clearance memorandum is only required when the security clearance has surpassed without renewal, or if there are any other security clearance issues that require explanation.

p. 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.

8. When submitting via email, Soldiers will send completed packets as one (1) PDF File (PDF Portfolios are not acceptable for emailed submissions) to benjamin.d.fairchild.mil@mail.mil and marianaruthlita.s.quitugua.mil@mail.mil. Email subject lines must be formatted as follows: Announcement Number, Title of Position, and Applicant's Name. 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

9. The point of contact for further information is SSG Benjamin Fairchild at 208-272-4214 or benjamin.d.fairchild.mil@mail.mil.

FAIRCHILD.BENJAMIN.DEREK.1384583551
Digitally signed by FAIRCHILD.BENJAMIN.DEREK.1384583551
Date: 2020.09.16 12:40:22 -06'00'

BENJAMIN D. FAIRCHILD
SSG, IDARNG
Assistant AGR Manager

Physical demands rating and qualifications for initial award of 88M MOS.

(1) A physical demands rating of Heavy (Black).

(2) A physical profile of 222222.

(3) Color discrimination of red/green.

(4) Qualifying scores.

(a) A minimum score of 90 in aptitude area OF in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 85 in aptitude area OF on ASVAB tests administered on and after 2 January 2002.

(c)A minimum OPAT score of Standing Long Jump (LJ) – 0160 cm, Seated Power Throw (PT) – 0450 cm, Strength Deadlift (SD) – 0160 lbs. and Interval Aerobic Run (IR) – 0043 shuttles in Physical Demand Category “Heavy” (Black).

(5) Must have a valid State motor vehicle license

TRAINING NCO DUTY DESCRIPTION

Responsible 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 for unit yearly training workshops to develop yearly training plans 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. As required, 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. 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.

DUTIES AND RESPONSIBILITIES

Assembles and maintains statistics on weapons qualification, crew qualifications, APFT, HT/WT, Warrior Tasks and drills, MOST and other critical data as required. Trains unit leaders on how to maintain leader books and other training material as directed by the command. Assists in preparing and maintaining unit training documents in DTMS.

Manages the military schools program of the unit. Coordinates with higher headquarters to obtain quotas for personnel to attend schools. Manages the use of school quotas, training support mandays, and other training resources 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 automated requests for orders. Prepares or requests the appropriate personnel action upon completion of required training and other qualifications.

Prepares correspondence for approval by commander of higher level supervisor. Prepares and completes administrative and personnel transactions for the unit. Accomplishes or reviews a variety of military personnel transactions including reenlistments, separations, promotions, duty assignments, transfer, 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 training to unit personnel in the completion and maintenance of individual mobilization packets, ADOS applications, and the publication of required personnel orders. Maintains accountability of personnel actions using RCAS, iPERMS, and transmittals systems.

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

Performs recruiting and retention duties to maintain unit authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, and veteran's organizations.

In the absence of janitorial staff, works with other assigned full time support personnel to care for, clean, and maintain the armory facilities and grounds, to include lawn care and general maintenance.