



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



NGID-HRO-AGR

25 January 2023

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **23-08**

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: Property Book Officer
UNIT: IDARNG Training Center
UIC: W7XEAA
DUTY LOCATION: Boise, ID
AUTHORIZED GRADE: CW4 / W4
DUTY SSI OR MOS: 920A
ELIGIBILITY: Open to Warrant Officers that hold the 920A MOS or 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: 25 March 2023

*****Please include following checklist items for this position.*****

11. Biographical Sketch – Signed by applicant
12. DA 1059 and/or Certificates for all NCOES/OES courses for this position.

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.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **23-08**

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 navigating to the following link <https://medpros.mods.army.mil/medprosnew/> Select: Access Your Individual MEDPROS Record / Forms / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted. IMR must be generated after announcement date. **A letter of explanation/resolution is required for any medical deficiencies or overdue statuses i.e. Red or Black.**

e. Copies of current temporary and permanent profiles.

f. Digital Training Management System (DTMS) APFT Individual Training Report (ITR). Must be signed and dated by unit Training or Readiness NCO. If an alternate event was performed on most recent test, **a profile is required**. A letter of explanation is required for any absence of record APFT entries. *“Due to ongoing restrictions surrounding COVID-19, most recent APFT tests will be accepted by this office...exemptions for Ht-Wt are no longer in effect.*

g. Digital Training Management System (DTMS) Height/Weight Individual Training Report (ITR). Must be signed and dated by unit Training or Readiness NCO. Must be compliant with Ht/Wt standards IAW AR 600-9 by the closing date of this announcement.

h. 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.

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

j. Retirement Point Accounting Management (RPAM) worksheet.

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

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

m. 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.

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

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **23-08**

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

p. 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.

q. 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 be received on the closing date specified in this announcement to the address below. **The preferred method of submittal will be using the email method to the below AGR Mailbox.** Packets may also be delivered in person or by mail. 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 and attachments are not acceptable for emailed submissions)** to ng.id.idarng.mbx.hro-agr@army.mil. Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 23-08 SGT John Doe.

**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 AGR Branch at 208-272-4214, 208-272-4217 or ng.id.idarng.mbx.hro-agr@army.mil.

K-LYNN J. DONOHO
SFC, IDARNG
AGR Staffing NCO

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 23-08

920A Prerequisites (Army National Guard):

1. Must be SGT or above.
2. Be an ALC graduate in MOS 92Y. If ALC was completed in another MOS, this is a waivable consideration.
3. Have at least five years' experience in MOS 92Y. Military Technician, Government Contract, and other civilian job experiences that correlate with the feeder MOSs will be considered.
4. Must have six (6) semester hours of College English Composition from an accredited institution (Non-Waivable). Higher levels of College English, which utilizes English Composition as a prerequisite are acceptable. Speech and public speaking courses are not considered as meeting this requirement even if administered by the English department of an institution.

Successful completion of the College-Level Examination Program (CLEP) in College Composition is an acceptable alternative. Transcripts comprised of only military training credit are not acceptable. The Department of Education maintains a database of accredited postsecondary education institutions and programs at <http://ope.ed.gov/accreditation/>.

Successful completion of the Tests of Adult Basic Education (TABE) 11/12A is an acceptable alternative.

5. Must have completed the Global Combat Support System Army Training and Certification (GTRAC) with the following certificates Basic Navigation, Common Core (GCSS-Army Overview, Basic Navigation, Intermediate Navigation, Data Mining, Process Flow, Using the EUM+) AND Unit Supply & Property Book.

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.

NGID-HRO-AGR

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ITC Property Book Officer Duty Description

As the Property Book Officer, individual is the primary accountable officer for the IDARNG Training Center / Regional Training Institute (ITC/RTI) property management. Maintains the ITC Property Books and multiple separate hand receipts utilizing Global Combat Support System – Army (GCSS-A) software.

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.

Receives and issues items to PHRH or designated representatives.

Assigns property to PHRH using automated property hand receipts according to AR 710-2, Para 2-10. 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 ITC/RTI and between the ITC/RTI and USPFO.

Preferably possesses thorough knowledge of applicable supply and property book regulations. Properly records and reports asset visibility to Logistics Data Analysis Center (LDAC) and verifies accuracy of GCSS-A input.

Reviews and analyzes Logistics Army Authorization Document System (LOGTAADS). Updates Table of Distribution Allowances (TDA) 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.