



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



NGID-HRO-AGR

13 August 2024

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **24-30**

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:** 939<sup>th</sup> Engineer Detachment  
**UIC:** WPR5AA  
**DUTY LOCATION:** Boise, ID  
**AUTHORIZED GRADE:** SSG / E6  
**DUTY SSI OR MOS:** 12M or ability to obtain  
**ELIGIBILITY:** Open to current Service Members in the Army National Guard who hold the grade of E5 to E7.  
All non-qualified applicants will agree to a voluntary reduction to E5 upon acceptance of position. All E7 12M qualified applicants will agree to a voluntary reduction to E6 upon acceptance of position.  
**CLOSING DATE:** 13 September 2024

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. ERB/ORB/SRB, RPAM, MEDPROS.

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>

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **24-30**

- 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) ACFT Individual Training Report (ITR). ITR must show passing record ACFT (**within the last six months**) and be signed / dated by unit Training or Readiness NCO. If an alternate event was performed on most recent test, a profile is required.
- 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** (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. <https://arngg1.ngb.army.mil/SelfService/CareerCenter>
- i. Last five consecutive NCOERs and/or Commander's Letter of Recommendation for service members with less than five ratings. If Soldier has less than five ratings, packet will need to include all NCOERs and have a Commander's Letter of Recommendation as well.
- j. Retirement Point Accounting Management (RPAM).
- 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. DA 1059 and/or Certificates for all NCOES/OES Courses.
- n. 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.
- o. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **24-30**

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.idarnq.mbx.hro-agr@army.mil](mailto:ng.id.idarnq.mbx.hro-agr@army.mil). Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 24-01 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 208-272-4215, 208-272-4217 or [ng.id.idarnq.mbx.hro-agr@army.mil](mailto:ng.id.idarnq.mbx.hro-agr@army.mil).

GAYLE L. BETTIS  
1SG, IDARNG  
AGR Manager

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **24-30**

Physical demands rating and qualifications for award and retention of 12M MOS. Firefighters must possess the following qualifications:

- (1) A physical demands rating of heavy (Black).
- (2) A physical profile of 111121.
- (3) Normal color vision.
- (4) Qualifying scores.

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

(b) A minimum score of 88 in aptitude area GM 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) No record of pyro-phobia, acrophobia, or claustrophobia.
- (6) Must possess a valid state motor vehicle operator license.
- (7) Far visual acuity no worse than 20/100 bilateral, corrected to 20/20

### **12M30 DUTIES AND RESPONSIBILITIES**

The Station Chief/Fire Team Chief performs as fire station chief. Their duties include; supervising the team in all engineer F&ES missions. Acting as Senior Fire Officer during initial response to an emergency. In the absence of a supporting headquarters, they assume responsibilities of Fire Chief. The Fire Inspector provides fire inspection and prevention capability in support of activities in a base camp. The fire inspector provides expeditionary fire inspections and limited fire prevention functions including; hazard assessments, public fire safety education, and facilities plans reviews. Additional duties include maintaining the current status of the engineer F&ES team equipment and supplies for 24-hour continuous missions and resupply after the missions. Duties may also include coordinating for recharging and servicing of SCBA and firefighting agents for mission vehicles.

### **READINESS NCO 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 commander, and unit personnel, on reporting procedures and other matters pertaining to readiness.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **24-30**

3. Monitors the expenditure of funds for additional training assemblies. Monitors use of school quotas, training support man days, and other training resources when they are allocated to the unit. Responsible for the management and maintenance of AFCOS for Pay and the timely submission of DA Form 1379. Reviews and corrects all Pay Inquiry Requests and Travel Vouchers. Request Travel/Active Duty Orders necessary for personnel to complete assigned tasks, Training, other requirements and processes them for pay. Maintains and tracks financial transactions using a finance transmittal letter. Ensures submission of finance transactions in a timely manner. Prepares attendance rosters for IDT and Annual Training.
4. Prepares and/or reviews training directives, individual training records, operation orders, mobilization plans, SOP's, 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. Forecasts, allocates, and monitors the usage of training ammunition for the unit. Ensures ammunition requests are submitted and fully justified and in-keeping with authorization and issuance of ammunition. Reviews and forwards unit request for training ammunition.
6. Performs other duties as assigned.