

**Army AGR Vacancy Announcement
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112**

NGID-HRO-AGR

16 October 2012

SUBJECT: ANNOUNCEMENT NUMBER: **13-002**

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:	HHC(-) 145TH BSB
UIC:	WTQ2T0
DUTY LOCATION:	Lewiston, ID
AUTHORIZED GRADE:	E4-E5 Only
DUTY SSI OR MOS:	92A or ability to obtain
ELIGIBILITY:	Open to Soldiers currently serving in the Idaho Army National Guard who hold the rank of SPC or SGT. SSGs may apply if willing to accept administrative reduction.
GENDER LIMITATION:	None
CLOSING DATE:	2 November 2012

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. The Idaho Army National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

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 this announcement, (ie PQR, RPAM, MEDPROS).

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

b. AGR Application Checklist on top of the application. Documents must be organized in this manner.

c. NGB Form 34-1.

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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. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 2 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Certified Height/Weight or DA 5500/5501 not older than 30 days from the close date of this announcement.

g. DA 2-1 and/or ERB.

h. Previous 5 DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4.

i. DA Photograph in Class A uniform, taken within 12 months (snapshot acceptable).

j. Retirement Point Accounting Management (RPAM).

k. Current Personnel Qualification Record (PQR).

l. Copy of current Idaho Drivers License and military driver's license (if applicable).

m. Documentation supporting applicant's qualifications (i.e. resume).

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

o. If an administrative reduction is necessary to accept this AGR appointment, complete a DA 4187 to request for Voluntary Reduction, sign, and include in your application packet.

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

6. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-HRO-AGR, ATTN: SSG Jacqueline White, 4794 General Manning Ave, Bldg 442, Boise, ID 83705-8112, no later than 1630 hours on the closing date specified in this announcement.** Mailing of application packets using military postage is prohibited.

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7. 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.
8. 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.
9. POC for further information is MSG John Vanhorn at DSN 422-4215/COM 208-272-4215 or john.vanhorn@us.army.mil

//signed//
JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

92A - Automated Logistical Specialist (Auto Log Spec), CMF 92

MAJOR DUTIES

The automated logistical specialist supervises and performs management or stock record/warehouse functions pertaining to receipt, storage, distribution and issue and maintains equipment records and parts. MOSC 92A20, performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties:

1. Establishes and maintains stock records and other documents such as inventory, materiel control, accounting and supply reports.
2. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins and performs dues-ins and dues-outs accounting.
3. Correct error and exception documents.
4. Unloads, unpacks, visually inspects, counts, segregates, palletizes and stores incoming supplies and equipment.
5. Maintains stock locator system and administers document control procedures.
6. Repairs and constructs fiberboard or wooden containers.
7. Packs, crate, stencil, weigh and band equipment and supplies.
8. Construct bins, shelving and other storage aids.
9. Processes request, and turn-in documents at direct support level through warehousing section.
10. Processes inventories, surveys, and warehousing documents.
11. Performs prescribed load list (PLL) and shop stock list (SSL) duties in manual and automated supply applications.
12. Prepares, annotates and distributes shipping documents.
13. Breaks down and distributes field rations.
14. Operate material handling equipment (MHE).
15. Perform accounting and sales functions in self-service supply.
16. Perform Standard Army Maintenance System Enhanced (SAMS-E) duties in automated applications.
17. Simplifies and standardizes the collection and use of maintenance data.
18. Improves readiness management and visibility by providing equipment status and asset data.
19. Reviews and verifies quantities received against bills of lading, contracts, purchase requests and shipping documents.

Physical demands rating and qualifications for initial award of MOS. Automated logistical specialists must possess the following qualifications:

1. Physical demands rating of very heavy.
2. Physical profile of 222222.
3. Qualifying scores.
 - a. A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - b. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - c. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 Jul 2004.
4. Normal color vision.

Training NCO Duties & Responsibilities

1. Maintain computer program proficiency using Microsoft Office software, AFCOS, Pure Edge, and RCAS, RFMSS, MUPS, DTS, and DTMS programs.
2. Assist in preparation of Unit Status Report.
3. Performs all administrative, logistical, and training functions to support soldiers within the unit.
4. Submit individual requests for schooling applications through the Army Training Requirements and Resources System (ATRRS) timely and accurately.
5. Drafts from Command Guidance, training schedules, yearly training calendars, and other training.
6. Maintain the unit training files and libraries pertaining to training.
7. Requisition and maintain required publications and forms.
8. Assist Commander with Army Substance Abuse Program.
9. Advise Company Commander and 1SG on all unit issues and / or problems.
10. Maintain unit database on all assigned / attached soldiers.
11. Maintain unit alert roster.
12. Maintain the unit sponsorship program.
13. Maintain unit-manning board.
14. Maintain unit ARIMS files.
15. Prepare, submit, and track unit NCOERs.
16. Ensure a tidy and clean office area.
17. Perform additional duties as assigned.

AGR Application Checklist

Name:	SSN:	
Position #	Location:	

Phone number to be reached at for interview:

Email address (if deployed):

Required Documents	Yes	No	Date
1. This Checklist			
2. NGB Form 34-1 (Must be signed by applicant)			
3. MEDPROS - Individual Medical Readiness Record			
A. Chapter 3 Physical (not more than 5 years old) or PHA within one year			
B. HIV Test (not be more than 5 years old).			
4. DA Form 705 (Army Physical Fitness Score Card)			
A. Must show minimum of last 2 record tests, most current test not older than 12 Months. A Statement explaining the absence of record tests will be Accepted. (Included DA 3349 if precluded from standard 3 event test)			
5. Certified Statement of Height and Weight or DA 5500 / DA 5501			
A. Must not be older than 30 days.			
6. DA 2-1 Personnel Qualification Record and/or Enlisted Record Brief			
A. Verify the following Requirements against DA PAM 611-21			
1. ASVAB Score Required			
2. MOS or SQI required			
7. Previous 5 DA 2166-8 NCOER or Commander's Letter of Recommendation for E4			
8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)			
9. RPAM (Retirement Point Accounting Management) if current member of ARNG			
10. Personnel Qualification Report (PQR Part B) (GPVS 1790)			
11. Copy of State Motor Vehicles Operator Permit and Military Drivers license			
12. Documentation supporting applicant's qualifications (Resume) optional			
13. Security Clearance (if required)			
14. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)			

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is NGB-ARH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT

- AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.
- PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the Applicant. The original will be maintained by the Human resources Office for state records. For organizational use only.
- ROUTINE USES:** None.
- DISCLOSURE:** Voluntary; However, if not provided you will not be accepted into the AGR program.

POSITION ANNOUNCEMENT #:	POSITION TITLE:	
NAME: (Last, First, Middle)		DATE OF BIRTH: (yyyymmdd)
CURRENT HOME ADDRESS: (Street, City, State, Zip Code)		HOME PHONE: OFFICE PHONE:
(Enlisted) DATE OF ENLISTMENT:	GRADE:	MOS/SSI/AFSC: ETS DATE:
(Officer/WO) DATE OF FEDERAL RECOGNITION:	GRADE:	BRANCH: ROPMA/MRD DATE:
SECURITY CLEARANCE:		

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS

1. COLLEGE OR UNIVERSITY: (Officer Applicants - Accredited Colleges only)

Name, City & State	Date From	Date To	Degree Program	Credit Hours
Chief Undergraduate Subject:				
Chief Graduate Subject:				

2. OTHER SCHOOLS OR TRAINING: (Vocational, Trade or Business)

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS: Special skills and qualifications with office machines (Word Processing - WPM), wheel and track vehicles, etc. Also list any licenses or certificates held (Pilot, Nurse).

SECTION II - EMPLOYMENT HISTORY

May inquiry be made of your present employer regarding your character, qualification, and record of employment?
(A "No" answer will not affect your consideration for employment.)

CHECK ONE: YES NO

1. NAME AND ADDRESS OF EMPLOYER:	DATES EMPLOYED		AVERAGE HRS. PER WEEK
	FROM	TO	
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NO. OF EMPLOYEES YOU SUPERVISED:	
TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:		
DESCRIPTION OF WORK: (Describe your specific responsibilities and accomplishments)			
OTHER EMPLOYMENT			
2. NAME AND ADDRESS OF EMPLOYER:	DATES EMPLOYED		AVERAGE HRS. PER WEEK
	FROM	TO	
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NO. OF EMPLOYEES YOU SUPERVISED:	
TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:		
DESCRIPTION OF WORK: (Describe your specific responsibilities and accomplishments)			

SECTION III - MILITARY HISTORY

1. MILITARY SERVICE: (Start with most recent service and show changes in grade and duty in reverse chronological order.)

FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY

2. MILITARY TRAINING:

FORMAL MILITARY SCHOOL TRAINING COMPLETED

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEKS	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

3. MILITARY QUALIFICATIONS (List any primary MOS/SSI which has been awarded on orders.)

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED (Service School, On-the-Job Training, Civilian Experience, etc.)

4. INDICATE ANY OJT WHICH IS QUALIFYING FOR A MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS.

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

YES	NO	(All Applicants Must Complete) Attach a separate sheet fully explaining any "YES" answers (except 9 & 10).
<input type="checkbox"/>	<input type="checkbox"/>	1. Within the last five years, have you been fired for any reason?
<input type="checkbox"/>	<input type="checkbox"/>	2. Within the last five years have you quit a job after being notified that you would be fired?
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?
<input type="checkbox"/>	<input type="checkbox"/>	4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3?
<input type="checkbox"/>	<input type="checkbox"/>	5. While in the military, have you ever been convicted by a General Court Martial?
<input type="checkbox"/>	<input type="checkbox"/>	6. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours by blood or marriage?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service?
<input type="checkbox"/>	<input type="checkbox"/>	8. Have you ever been removed from military service due to unsuitability?
<input type="checkbox"/>	<input type="checkbox"/>	9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)?
<input type="checkbox"/>	<input type="checkbox"/>	10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty?
<input type="checkbox"/>	<input type="checkbox"/>	11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?
<input type="checkbox"/>	<input type="checkbox"/>	12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including but not limited to relief from command in the past year?
<input type="checkbox"/>	<input type="checkbox"/>	13. Do you currently possess or is a report of suspension of favorable actions pending?
<input type="checkbox"/>	<input type="checkbox"/>	14. Have you voluntarily separated from the AGR Program in any state for one or more days within the past year? (ARNG Applicants Only)
<input type="checkbox"/>	<input type="checkbox"/>	15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?
<input type="checkbox"/>	<input type="checkbox"/>	16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by Headquarters, or Department of the Army Headquarters, within the past 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	17. Has met the minimum requirement for each fitness component in addition to scoring an overall score of 75 point or higher, per AFI 36-2905.

SECTION V - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to Personnel Specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE:

DATE: