

Idaho Joint Force Headquarters
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112

NGID-HRO-AGR

7 June 2015

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **15-17**

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:	Human Resources SGT
UNIT:	IDARNG JOINT FORCE HQ
UIC:	W8ARAA
DUTY LOCATION:	Boise, ID
AUTHORIZED GRADE:	SGT / E5
DUTY SSI OR MOS:	42A or ability to obtain
ELIGIBILITY:	Open to current Enlisted Soldiers serving in the Idaho Army National Guard who hold the rank of SPC or SGT. SSGs may apply if willing to accept an administrative reduction.
GENDER LIMITATION:	None
CLOSING DATE:	1 July 2015

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. PQR, RPAM, MEDPROS.

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

b. AGR Application Checklist dated September 2013 on top of the application. Documents must be organized in this manner. This can be found attached to this announcement or on 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 all temporary and permanent profiles.

f. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last five record tests; most current test not older than one year. A statement explaining the absence of record tests is required.

g. Certified Height/Weight (HT/WT) or DA 5500 / DA 5501 (if applicable); not older than 30 days from the close date of this announcement. HT/WT on the APFT scorecard is NOT a substitute.

h. ERB (Enlisted Record Brief).

i. Previous five DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4s, to include E5s with insufficient time in grade.

j. Official DA Photograph in the Class A uniform (an unofficial photograph 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. Documentation supporting applicant's qualifications i.e. resume, certificates, etc (optional).

o. Must have or be able to obtain a Secret security clearance (this is a condition of employment).

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

5. 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.

6. Mailing of application packets using military postage is prohibited. Application packets must arrive **no later than 1630 hours** on the closing date specified in this announcement to the following address:

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

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7. POC for further information is MSG John VanHorn at DSN 422-4215/COM 208-272-4215 or john.l.vanhorn.mil@mail.mil.

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

Physical demands rating and qualifications for initial award of MOS:

1. A physical demands rating of light.
2. A physical profile of 323222.
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 July 2004.
4. Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.
5. A security eligibility of SECRET.
6. Be a U.S. citizen.

DUTIES AND RESPONSIBILITIES

This position is located in Joint Force Headquarters (JFHQ) of the Army National Guard. The purpose of this position is to review and process procedural and routine military human resources transactions submitted to the JFHQ by Directorate Staff and subordinate units. In addition, the position may be tasked to perform a variety of administrative and other supporting duties, which enhance the military human resources function.

1. Performs routine military personnel actions in support of the unit and subordinate units, which may include but are not limited to: in-processing new personnel, promotions, transfers, updating training records, maintaining Official Military Personnel File and Enlisted/Officer Record Briefs, and processing military pay and official travel transactions.
2. Maintains all required forms, makes additions, revisions, or deletions to records or files to keep them current, complete and accurate in accordance with regulations, policies and procedures. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems as needed. Retrieves data from information sources, both manual and electronic for use in responding to correspondence or preparing reports.
3. Responsible for the input, management, and maintenance of unit DTS, MUPS, and AFCOS actions.
 - a. Reviews and corrects all Pay Inquiry Requests and Travel Vouchers.
 - b. Request Travel/Active Duty Orders necessary for personnel to complete assigned tasks, Training, other requirements and processes them for pay
 - c. Maintains and tracks financial transactions using a finance transmittal letter.
 - d. Ensures submission of finance transactions in a timely manner.
 - e. Prepares attendance rosters for IDT and Annual Training
4. Completes administrative and personnel transactions for the unit.
 - a. Reviews and provides recommendations for the assignment and utilization of military personnel in accordance with authorized manning documents.
 - b. Accomplishes or reviews a variety of military personnel transactions including reenlistments, separations, promotions, duty assignments, transfers, 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 to personnel in completing personnel actions; Provides technical assistance to unit personnel in the completion and maintenance of individual mobilization packets, ADOS applications, and the publication of required personnel orders.

c. Maintains accountability of personnel actions using SIDPER Transmittal system, and or office transmittal system as appropriate.

5. Provides training and assistance to unit leadership and fulltime personnel on reporting procedures and other matters pertaining to medical readiness within the unit.

6. Performs other duties as assigned.

Knowledge Required by the Position

--Knowledge of, and skill in applying, a standardized body of military Human Resources (HR) rules, procedures, and operations sufficient to process and/or review a variety of procedural and/or substantive military personnel actions/transactions.

--Skill in reviewing and processing military personnel actions to determine if requested action is substantiated by the documentation submitted.

--Knowledge of military organizational structures, protocol, and similar matters.