

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

NGID-HRO-AGR

1 October 2015

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **16-01**

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: HHC(-) 116TH BSTB
UIC: WX42T0
DUTY LOCATION: Twin Falls, ID
AUTHORIZED GRADE: E5
DUTY SSI OR MOS: 42A 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 and above may apply if willing to accept an administrative reduction.
GENDER LIMITATION: None
CLOSING DATE: 21 October 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>.

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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). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your ERB. Otherwise, documentation must be attached showing current ASVAB scores.

i. Previous 5 DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4s, to include E5s with insufficient time in grade.

j. DA Photograph in Class A uniform, taken within one year (an unofficial photograph is acceptable). If currently deployed, a photograph in ACUs 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. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment).

p. 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.

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

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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. 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**

8. POC for further information is MSG John VanHorn at DSN 212-4215/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.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

(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.

Human Resources SGT Duties & Responsibilities

This position is located within the 116th Brigade Special Troops Battalion Headquarters in Twin Falls, Idaho. The purpose of the position is to serve as an advisor to the commander in the areas of legal, medical, and personnel. This position oversees and ensures the accomplishment of work performed in the areas of personnel management, administration, and public relations.

Develops, implements and evaluates the administrative and personnel policies for the battalion. Serves as the primary advisor for the command in the areas of legal, medical, and personnel actions. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the battalion organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the development and execution of the command level guidance for implementation of the Enlisted Promotion Management System. Ensures the timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Responsible for planning and coordination of health service support (i.e. annual medical certification, vaccinations, physicals, profiles, medical review boards, etc) for the command. Assists in the preparation for and executes command level inspections in the area of personnel and administration. Plans for the establishment and operation of the Administrative and Logistics Operations Center (ALOC). Develop and implement tactical standard operating procedures for personnel and logistics.

Coordinates and assists in developing plans for recruiting and retention within the command. Analyzes the personnel portion of the organizational readiness report to determine critical needs and priorities for the strength management program. Reviews, analyzes, and provides recommendations relative to proposed MTOE and/or force structure changes to

determine the impact on personnel authorizations. Provides guidance to staff officers, commanders and full time employees in policy and procedure changes concerning areas of strength management. Manages and reports information in regards to personnel accessions, retention, participation, and attrition. Develops and institutes the officer accession plan to include state and federal officer commissioning programs, direct commission, interstate transfers, and other component transfers. May serve as a liaison with the Reserve Officer Training Corps (ROTC) for officer accessions. Provides oversight of the completion of initial entry training. Serves as the liaison between state and unit level recruiting efforts/teams.

Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative, supply and personnel activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements.

Makes day-to-day decisions for the commander in the areas of personnel assignments. Investigates and recommends, as assigned, complaints involving the units or assigned members. Coordinates and ensures the completion of line of duty (LOD) investigations, reports of survey, change of command inventories etc.

May be required to represent the Army National Guard and the Battalion Commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers and school officials for such things as recruiting activities, communities support projects, natural disaster or civil disturbance planning, use of facilities for training for such things as recruiting and security of those facilities. Submits to local news media, articles, stories, announcements or advertisements designed to make the public aware of the Army National Guard and their role in the community and in national defense.

-- Knowledge of a wide range of military human resource management concepts, regulations, policies, and procedures sufficient to provide comprehensive guidance to the command and staff within the battalion and subordinate units.

-- Knowledge of requirements as defined by the authorized or pending Modified Table of Organization and Equipment (MTOE) sufficient to analyze personnel and equipment authorizations to ensure desired level of personnel and logistical readiness posture is maintained.

- Knowledge of readiness factors and requirements in the areas of personnel and medical to enhance overall readiness of the organization

-- Knowledge of administrative and personnel to direct and conduct subordinate unit inspections and assistance visits and evaluate the results.

-- Knowledge of military laws, rules, or procedures pertaining to legal actions available to the command sufficient to advise battalion or subordinate leaders on appropriate courses of action

-- Knowledge of strength maintenance procedures and programs within the organization in order to develop and implement strength maintenance plans. Knowledge of the accession and

appointment requirements for officer and warrant officer candidates sufficient to provide procedural guidance for the completion of commissioning and appointment packets.

-- Knowledge of organizational missions and capabilities to perform presentations and briefings to community or military representatives and organizations.

-- Knowledge of personnel deployment requirements sufficient to provide procedural guidance in the maintenance of individual mobilization files, review and monitor the status of personnel and medical deployment requirements, and the publication of required personnel orders.

-- Ability to communicate through both oral and written communications sufficient to communicate ideas and guidance utilizing presentations, briefings, and correspondence.