

**AMENDED**

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

NGID-HRO-AGR

5 December 2015

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **16-05 AMENDED**

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:** Sustainment Officer  
**UNIT:** HHT 2-116TH CAV REG  
**UIC:** WYP3T0  
**DUTY LOCATION:** Caldwell, ID  
**AUTHORIZED GRADE:** O3  
**DUTY SSI OR MOS:** 19C or 42B (or ability to obtain)  
**ELIGIBILITY:** **Open to current Commissioned Officers currently serving in the Idaho Army National Guard who hold the rank of CPT and below and Enlisted Soldiers who have completed OCS.**  
**GENDER LIMITATION:** None  
**CLOSING DATE:** 21 December 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. **DA Form 4037 Officer Record Brief or Enlisted Record Brief.**

i. **Previous 5 DA 67-9 (Officer Evaluation Report) or DA 2166-8 (NCO Evaluation Report).**

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 (to include OCS certificate for Enlisted Soldiers), etc.**

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. 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**

7. POC for further information is MSG Farin Cole Schwartz at DSN 212-4215/COM 208-272-4215 or [farin.c.schwartz.mil@mail.mil](mailto:farin.c.schwartz.mil@mail.mil).

FARIN C. SCHWARTZ  
MSG, IDARNG  
Army AGR Manager

## Squadron Sustainment Officer:

This position is located at the 2/116 Cavalry Regiment Headquarters in Caldwell, ID. Candidates may be assigned to either the Squadron S1 or S4 position within HHT/2-116 Cavalry Regiment.

### Duties and Responsibilities

Develops, implements, and evaluates the administrative, equipping and personnel policies for the Squadron. Serves as the primary advisor for the command in the areas of personnel and equipment readiness actions. Makes day-to-day decisions for the commander in the areas of personnel assignments, maintenance, and fulfillment. 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. 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.

Reviews, analyzes, and provides recommendations relative to proposed Modified Table of Organization and Equipment (MTOE) and/or force structure changes to determine the impact on personnel and equipment authorizations. Provides guidance to staff officers, commanders, and full time employees in policy and procedure changes concerning areas of sustainment. Manages and reports information in regards to personnel accessions, retention, participation, and attrition. Reviews AT and IDT food service schedules and service records, and provides guidance to supply sergeants and food service personnel. Performs oversight for quarterly and annual maintenance schedule for the Squadron, as well as all classes of supply. Preferred candidates will have a working knowledge of a variety of Army systems such as RCAS (Reserve Component Automated System), PBUSE (Property Book Unit System-Enhanced), FMSWEB, IPERMS, IMAP (Integrated Materiel Automation Program)

- Incumbent should possess a strong working knowledge of MS Office (Word, Excel, PowerPoint, Access, Outlook), and display excellent written and presentation skills.
- Candidate will demonstrate strong decision making ability and attention to detail; ability to lead as well as perform as a member of a team; must be highly reliable and capable of meeting suspenses in a fast-past office environment with changing priorities.
- Officer and Enlisted evaluations and unit manning roster management.
- Provides technical assistance to subordinate units and other staff sections concerning logistics and maintenance.
- Reviews, analyzes, and provides recommendations relative to proposed Modified Table of Organization and Equipment (MTOE) and/or force structure changes to determine the impact on personnel authorizations and equipment fulfillment.
- Coordinates and assists in developing plans for recruiting and retention within the command.