

**Army AGR Vacancy Announcement  
Human Resource Office  
4794 Farman St, Bldg 442  
Boise, Idaho 83705-8037**

NGID-HRO-AGR

30 April 2011

SUBJECT: ANNOUNCEMENT NUMBER: **11-012**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

<b>POSITION TITLE:</b>	<b>Human Resources NCO</b>
<b>UNIT IDENTIFICATION:</b>	<b>HHB 1-148<sup>th</sup> FA</b>
<b>TDA IDENTIFICATION:</b>	<b>WYLET0</b>
<b>DUTY LOCATION:</b>	<b>Pocatello, Idaho</b>
<b>AUTHORIZED GRADE:</b>	<b>SPC – SGT (SSG if willing to accept reduction)</b>
<b>DUTY SSI OR MOS:</b>	<b>42A or ability to obtain</b>
<b>ELIGIBILITY:</b>	<b>Current Enlisted Members of the Idaho Army National Guard Only</b>
<b>GENDER LIMITATION:</b>	<b>Male Only</b>
<b>CLOSING DATE:</b>	<b>13 May 2011</b>

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 Vehicles Operator permit.

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 PQRB, RPAM, MEDPROS).

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

b. AGR Application Checklist on top of the application (refer to page 7). Documents must be organized in this manner.

c. NGB Form 34-1. <http://inghro.state.id.us/new/jobs/ngb34-1.pdf>

SUBJECT: ANNOUNCEMENT NUMBER: **11-012**

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 5500R not older than 30 days from the close date of this announcement.

g. DA 2-1 Personnel Qualification Record

h. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

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

j. DD Form 214 – if applicable.

k. Retirement Point Accounting Management (RPAM).

l. Current Personnel Qualification Report Part B (PQRB).

m. Copy of current Idaho Drivers License and military drivers license (if applicable).

n. Documentation supporting applicant's qualifications (ie resume).

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 for 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.

6. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-HRO-AGR, ATTN: SGT Jacqueline White, 4794 Farman St, Bldg 442, Boise, ID 83705-8037, no later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

SUBJECT: ANNOUNCEMENT NUMBER: **11-012**

7. Any Soldier currently under contract for an incentive, who accepts an AGR position (Title 10 or Title 32) will have their incentive terminated without recoupment. Acceptance of an AGR position does not affect Montgomery GI bill eligibility.

8. Soldiers entitled to Student Loan Repayment Program (SLRP) payments may still be able to receive payments upon acceptance of an AGR position. Please check with the incentive branch to see if you are eligible to continue under SLRP.

9. Soldiers ordered to active duty in the State (Title-32) AGR program will be entitled to Loan Repayment Program (LRP) payments as long as they remain serving under their initial contract and/or agreement for which CHELRP was awarded. If a Soldier must extend to meet AGR tour requirements he/she will receive a prorated amount until the effective date of new extension. Under no circumstances will a Soldier ordered to Federal (Title-10) AGR program be entitled to CHELRP payments, these Soldiers will receive a prorated amount for term served prior to effective AGR tour start date.

10. 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.

11. POC for further information is SGT Jacqueline White at DSN 422-4214/COM 208-272-4214 or [jackie.d.white@us.army.mil](mailto:jackie.d.white@us.army.mil).

//signed//  
ARLIN J DE GROOT  
MSG, IDARNG  
AGR MANAGER

**HQ, 1-148 FA**  
**Human Resources NCO**  
**Duties and Responsibilities**

This position is located in the personnel and administrative section of a battalion level headquarters located in Pocatello, ID. This position works under the direction of the Senior Human Resources NCO.

**DUTIES AND RESPONSIBILITIES:**

Assists in the administration of the military personnel program for the organization. Compiles subordinate feeder information, identifies trends, and proposes recommendations based upon recurring required reports and/or findings of assistance visits and inspections. Reviews and provides recommendations for the assignment and utilization of military personnel in accordance with authorized manning documents.

Accomplishes or reviews a variety of military personnel transactions including enlistments, 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. Reviews and forwards enlisted evaluation reports. Provides information and assistance to personnel at subordinate levels tasked with completing personnel actions. Provides technical assistance to subordinate unit personnel, in the completion and maintenance of individual mobilization packets and the publication of required personnel orders.

Reviews enlisted promotion packets prior to submission to higher headquarters for quality and completion. Reviews and recommends changes to the preliminary enlisted promotion consideration list to ensure all personnel eligible are considered. Prepares documentation and provides administrative support for battalion level enlisted promotion boards.

Assists with the management of investigation requests for security clearances with subordinate units. Provides guidance and oversight to subordinate units on JPAS requests for investigation and e-QIP use. Reviews the status of all investigations within the command and makes recommendations for their completion.

Assists with the coordination of health services support. Reviews the status of all physical examinations. Within the command and makes recommendations for scheduling and completion. Reviews and forwards reports of annual medical certifications. Input information regarding periodic examinations, profiles, and other medical data as required. Provides technical guidance and reviews formal and informal line of duty investigations submitted by subordinate units. Reviews and/or prepares the packets required for submission to the medical review and profile boards.

Assigned as the DEERSIRAPIDS Site Security Manager. Provides guidance to subordinate personnel on the correct administration of ID Cards for members of all services, retirees, including spouses and dependents. Provides information to unit personnel about benefits and entitlements, career and bonus programs. educational, retirement, and other benefits.

Provides administrative support in the preparation of appointment packets. Provides explanations of regulations, methods, procedures, and exceptions involved in routine military personnel actions. May provide assistance to Soldiers and dependents concerning benefits and entitlements. Assists and provides guidance to subordinate unit personnel in the maintenance of military personnel records.

Assigned as the first line leader of the personnel and administrative section. Responsible for the completion and application of section training plans. Ensures that warrior task training is completed to standard. Schedules subordinate Soldiers for NCOES and MOSQ producing schools. Makes recommendations for the advancement of junior enlisted section Soldiers. Notifies supervisor of section Soldier's needs and concerns.

Provides assistance to the commander and staff pertaining to military personnel administration. Assists in the preparation of unit standing operation procedures. Assists in the implementation of Department of Defense, Department of the Army, National Guard, and State regulations, policies and procedures pertaining to the full range of personnel actions. Researches and resolves routine military personnel problems and questions.

Reviews copies of unit reports furnished by higher level military personnel offices to identify discrepancies and assist with the management of personnel assets within the organization. Reviews and submits source documents for military personnel records and retirement accounting.

Performs various administrative duties relating to military personnel involving the composition and distribution of correspondence, publications, reports, orders, etc. Maintains the ARIMS file system for the battalion personnel administrative section. Maintains the publications accounts for the organization. Prepares, reviews, and forwards postage usage reports.

Performs recruiting duties to assist in maintaining the battalion at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veteran's organizations and groups.

In the absence of janitorial staff, works with other assigned full time support personnel to care for, clean and maintain the National Guard Amory, including lawn care and general user maintenance. Performs other duties as assigned

### **Human Resources Position Requirements:**

- a. 42A MOST completed within one year of assignment.
- b. HRR-010 ARNG BDE/BN S 1 COURSE completed within one year of assignment.
- c. WLC completed or the ability to complete within one year of assignment/promotion.
- d. The ability to obtain a security clearance level of SECRET is required for this position.

## **Physical demands rating and qualifications for initial award of MOS.**

Human resources specialists must possess the following qualifications:

(1) A physical demands rating of moderately heavy.

(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.

(5) A security eligibility of SECRET.

(a) Requirement for a SECRET security eligibility is effective 1 October 2007 for all new accessions into MOS 42A. Soldiers in the Delayed Entry Program (DEP) on or before 30 September 2007 with contracts for entry on and after 1 October 2007 are excluded from this requirement and will be processed as in-service personnel per paragraph 5(b) below.

(b) Requirement for a SECRET security eligibility is effective 1 October 2010 for all Soldiers holding MOS 42A who entered service prior to 1 October 2007 or were in the DEP per paragraph 5(a) above.

(6) Be a U.S. citizen.

(a) Requirement to be a U.S. citizen is effective 1 October 2007 for all new accessions into MOS 42A. Soldiers in the DEP on or before 30 September 2007 with contracts for entry on and after 1 October 2007 are excluded from this requirement and will be processed as in-service personnel per paragraph 6(b) below.

(b) Requirement to be a U.S. citizen is effective 1 October 2010 for all Soldiers holding MOS 42A who entered service prior to 1 October 2007 or were in the DEP per paragraph 6(a) above.

## **AGR Application Checklist**

<b>Name:</b>	SSN:	Human Resources NCO	
<b>Position #</b> 11-012	Location: Pocatello, ID		
<b>Phone number to be reached at for interview:</b>			
<b><i>Required Documents</i></b>	<b>Yes</b>	<b>No</b>	<b>Date</b>
<b>1. This Checklist</b>			
<b>2. NGB Form 34-1 (Dated October 2002) (Must be signed by applicant)</b>			
<b>3. MEDPROS - Individual Medical Readiness Record</b>			
<b>A. Chapter 3 Physical (not more than 5 years old) or PHA within one year</b>			
<b>B. HIV Test (not be more than 5 years old).</b>			
<b>4. DA Form 705 (Army Physical Fitness Score Card)</b>			
<b>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)</b>			
<b>5. Certified Statement of Height and Weight or DA 5500-R</b>			
<b>A. Must not be older than 30 days.</b>			
<b>6. DA 2-1 Personnel Qualification Record, or DA 4037 (Officer Record Brief) / (Enlisted Record Brief)</b>			
<b>A. Verify the following Requirements against DAPAM 611-21</b>			
1. GT Score			
2. MOS Qualified			
<b>7. Previous 5 (Enlisted DA 2166-8, (NCOER), (Officer DA 67-9, OER)</b>			
<b>A. Unit Commander Letter of Recommendation for E-4 and below</b>			
<b>8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)</b>			
<b>9. DD-214 (If not a current member of the ARNG)</b>			
<b>10. RPAM (Retirement Point Accounting Management) if current member of ARNG</b>			
<b>11. Personnel Qualification Report (PQR Part B) (GPVS 1790)</b>			
<b>12. Copy of State Motor Vehicles Operator Permit and Military Drivers license</b>			
<b>13. Documentation supporting applicant's qualifications (Resume) optional</b>			
<b>14. Security Clearance (if required)</b>			
<b>15. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)</b>			