

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

NGID-HRO-AGR

23 May 2011

SUBJECT: ANNOUNCEMENT NUMBER: **11-013**

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 Specialist
UNIT IDENTIFICATION:	Joint Forces Headquarters (G1)
TDA IDENTIFICATION:	W8ARAA
DUTY LOCATION:	Boise, Idaho
AUTHORIZED GRADE:	SPC – SGT (SSG if willing to accept reduction)
DUTY SSI OR MOS:	42A or ability to obtain
ELIGIBILITY:	Current Enlisted Members of the Idaho Army National Guard Only
GENDER LIMITATION:	None
CLOSING DATE:	22 June 2011

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>

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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 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). If deployed, a snapshot in ACUs is 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 driver's 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. Deployed soldiers may email their packets to SGT Jacqueline White at jackie.d.white@us.army.mil. Please include a valid email address on the AGR Application Checklist to be reached at to set up an interview.

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7. 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.
8. Any Soldier currently under contract for an incentive, who accepts an AGR position (Title 10 or Title 32) will have their incentive terminated without recoument. Acceptance of an AGR position does not affect Montgomery GI bill eligibility.
9. 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.
11. 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.
12. 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.
13. POC for further information is SGT Jacqueline White at DSN 422-4214/COM 208-272-4214 or jackie.d.white@us.army.mil.

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

Standard Installation Division Personnel System (SIDPERS) Analyst
MOS 42A20

This position is located in the Military Personnel Office (MILPO) of the Army National Guard. The purpose of this position is to serve as the final reviewer to determine accuracy and validity of data from authorized documentation to support data capture in accordance with current directives and procedural authority to substantiate transactions by audit of personnel actions submitted to the MILPO by lower echelons. Work is to be performed in the Standard Installation and Division Personnel System (SIDPERS).

DUTIES AND RESPONSIBILITIES

1. Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases. Performs complete review of records and other case documentation to ensure that they are procedurally correct, complete, and documentation is sufficient for action being taken and that all levels of legal, medical, and administrative review have been completed for cases that have major effects on career or service as they may result in unfavorable career separation or loss of status. Insures that regulatory requirements related to specific actions are met. Identifies gaps or inconsistencies in records and identifies actions to be initiated and coordinated with applicable personnel to obtain needed data.
2. Researches and obtains all necessary relevant information and retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Insures completeness and proper forwarding of records to Official Military Personnel File (OMPF) on the Personnel Electronic Records Management System (PERMS). Provides advice and guidance to other personnel on actions in areas of expertise, as well as, advice, instructions, and interpretations, as needed, to lower echelons.
3. Provides support to maintain a variety of automated systems used to manage service members both locally and statewide. Reviews transaction reports from previous days inputs for errors, corrects inaccurate data, and resubmits transaction for update to Defense Finance and Accounting Service (DFAS) and local databases. Provides technical guidance and training to all supported activities concerning transaction processing and system software. Identifies training needs of system users and tailors training to meet those needs. Develops installation Program of Instruction (POI) and functional training packages to assist in on-site training as requested or required by supported units.
4. Participates in unit Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty. Provides counseling to service member on available benefits; accuracy of the emergency data and contact information and the accuracy of the DEERS/RAPIDS (Defense Enrollment Eligibility Reporting System/Real-time Automated Personnel Identification System) information; and allows the service member to perform a general review of their record.

5. Performs other duties as assigned.

6. Required Formal Military Training:

- a. MOST based on military assignment MTOE/TDA (with-in 1 year of assignment).
- b. Professional Education Center (PEC) Camp Joseph T Robinson, Arkansas
(1). HRR-011 Basic HR Course (with-in 1 year of assignment).
- c. NCOES as required.

Knowledge Required by the Position

--Extensive knowledge of the overall requirements, objectives, practices, and peculiarities of the assigned program area sufficient to advise lower graded personnel or lower echelons on assigned actions or cases.

--Knowledge of military personnel administration and related policies, regulations, and procedures; ability to interpret and apply regulations and precedents to perform a complete review of records and case documentation; and ability to identify discrepancies and provide recommendations or alternatives to situation encountered.

--Knowledge of requirements for proposed action to ensure that documentation is correct and sufficient and that all levels of legal, medical, and administrative review are complete.

--Ability to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.

--Skill in compiling information and preparing reports.

--Ability to plan and organize work.

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

--Research ability to determine appropriate SIDPERS data transaction coding IAW NGP(AR) 25-10 as it pertains to source documentation.

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

Name:	SSN:	Human Resources Specialist	
Position # 11-013	Location: Boise, ID		
Phone number to be reached at for interview:			
Email address to be reached at for interview (if deployed):			
Required Documents	Yes	No	Date
1. This Checklist			
2. NGB Form 34-1 (Dated October 2002) (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-R			
A. Must not be older than 30 days.			
6. DA 2-1 Personnel Qualification Record, or DA 4037 (Officer Record Brief) / (Enlisted Record Brief)			
A. Verify the following Requirements against DAPAM 611-21			
1. GT Score			
2. MOS Qualified			
7. Previous 5 (Enlisted DA 2166-8, (NCOER), (Officer DA 67-9, OER)			
A. Unit Commander Letter of Recommendation for E-4 and below			
8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)			
9. DD-214 (If not a current member of the ARNG)			
10. RPAM (Retirement Point Accounting Management) if current member of ARNG			
11. Personnel Qualification Report (PQR Part B) (GPVS 1790)			
12. Copy of State Motor Vehicles Operator Permit and Military Drivers license			
13. Documentation supporting applicant's qualifications (Resume) optional			
14. Security Clearance (if required)			
15. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)			