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

NGID-HRO-AGR 19 February 2016

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **16-10**

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 RESOURCE SPC**
UNIT:	**HHT 2-116TH CAV REG**
UIC:	**WYP3T0**
DUTY LOCATION:	**Caldwell, ID**
AUTHORIZED GRADE:	**E4**
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 below. SGTs and above may apply if willing to accept an administrative reduction.**
GENDER LIMITATION:	**None**
CLOSING DATE:	**11 March 2016**

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 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.

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 1500 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.

SCHWARTZ.FARIN.COLE.1152423760

Digitally signed by SCHWARTZ.FARIN.COLE.1152423760
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, cn=SCHWARTZ.FARIN.COLE.1152423760
Date: 2016.02.19 08:53:12 -07'00'

FARIN C. SCHWARTZ
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.

42A - Human Resources Specialist (HR Spec), CMF 42

MAJOR DUTIES
The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. MOSC 42A1O, performs the following specific duties:

1. Prepare personnel accounting and strength management reports.
2. Prepare and review personnel casualty documents.
3. Monitor appointment of line of duty, survivor assistance and summary court officers.
4. Process line of duty investigations.
5. Prepare letters of sympathy to next of kin.
6. Prepare and process recommendations for awards and decorations and arranges for awards ceremony.
7. Prepare, update, and coordinate requests for evaluations, to include responding to evaluation inquiries.
8. Prepare and monitor requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists.
9. Process centralized and decentralized promotions and reduction actions.
10. Prepare and monitor requests for reductions, transfers, and discharges.

11. Prepare and monitor requests for identification cards and tags, leaves and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration.
12. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts.
13. Requisition and maintain office supplies, blank forms, and publications.
14. Type military and non-military correspondence in draft and final copy.
15. Prepare and maintain functional files per ARIMS.
16. Evaluate personnel qualifications for special assignment.
17. Prepare and process requests for transfer or reassignment.
18. Process classification/reclassification actions.
19. Prepare orders and request for orders.
20. Prepare and maintain officer and enlisted personnel records.
21. Transfer records.
22. Process personnel for separation and retirement.
23. Process applications for OCS warrant officer flight training or other training.
24. Process bars to reenlistment, suspension of favorable personnel actions.
25. Initiate action for passports and visas.
26. Process requests and prepare identification tags and cards.
27. Type correspondence and forms in draft and final copy.
28. Post changes to Army regulations and other publications.