

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

NGID-HRO-AGR

7 January 2017

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **17-12**

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 NCO
UNIT:	IDARNG STAFF ELEMENT JFHQ
UIC:	W8ARAA
DUTY LOCATION:	Boise, 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:	6 February 2017

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 of 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/ifhq/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).

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. 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 1SG Farin Cole Schwartz at DSN 212-4215/COM 208-272-4215 or farin.c.schwartz.mil@mail.mil.

FARIN C. SCHWARTZ
1SG, USA
Army AGR Manager

Human Resource NCO
42A2O

This position is located in the G1 Military Personnel Office (MILPO) of the Idaho Army National Guard. The purpose of this position is to review and process procedural and routine military human resources transactions submitted to the MILPO by lower echelons. Work is to be performed in support of one or more of the following work areas: Officer or Enlisted Personnel Management (OPM, EPM); Personnel Services Section (PSS); and Standard Installation and Division Personnel System (SIDPERS). In addition, the position may be tasked to perform a variety of administrative and other supporting duties, which enhance the military human resources function.

DUTIES AND RESPONSIBILITIES

1. Performs detailed regulatory and procedural review, and processes a variety of routine military human resource transactions which may include but are not limited to: accessions, promotions, transfers, boards, incentives, training, and personal recognition of enlisted and officer personnel in the Idaho Army National Guard. Determines the validity of the requested actions and insures that requirements related to the request are met. Notifies units or applicable MILPO staff work area of documentation requiring correction or incomplete. Interviews personnel, as required, to obtain data needed to complete actions. Insures that records are complete and accurate and approves routine clear-cut actions. Maintains all required forms, makes additions, revisions, or deletions to records or files to keep them current, complete and accurate in accordance with regulations, policies and procedures. Recognizes approved alternatives for meeting criteria and justifying exceptions. Researches and provides information regarding a variety of rules, regulations, procedures and requirements to provide explanations of actions taken or recommendation. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems as needed. Retrieves data from manual and electronic sources to answer questions responding to correspondence, reports and briefings.
2. Reviews files identified for discharge. Identifies and verifies all creditable service and time, based on documentation in the record file, to compute total military service history to date and ensures computation matches members Retirement Points Accounting System statement (RPAM). Identifies all documented awards, unit assignments, dates of rank, and verifies all MOS qualifications. Has the ability to prepare NGB Form 22, which documents all relevant military information as well as any required discharge certificates.
3. Receives documentation on military personnel transactions from lower echelons through the applicable MILPO Branch Office. Archives documentation to maintain an audit trail for all transactions required in the publication of all automated and manual orders to include but not limited to Promotion, Reassignment, Transfer, Discharge, MOS, ITO, PCS, TCS and Mobilization. Examines documentation and distributes by interoffice routing to the other work centers those documents that require review by that area of assignment prior to input. Documents not requiring outside review are examined for completeness and authenticity. Verifies current information in SIDPERS to substantiate requested action, and if accurate, processes and inputs action into the database. Reconciles report of previous day's entries against hardcopy documentation, identifies erroneous entries, and correctly inputs action to resolve the error. Forwards documents and documentation as required to other work centers for further processing. Generates and distributes reports to the appropriate user.

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; questions as to the 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. Notifies service member of forms or documents required to substantiate requested update, i.e., marriage/divorce documents, birth certificates, Social Security cards, promotion orders, awards received, etc.
5. Performs other duties as assigned.

Physical Demands Rating Light

- Minimum Physical profile 32322
- Minimum Aptitude Score CL-95 on ASVAB tests administered prior to 2 January 2002
- Minimum Aptitude Score CL-92 on ASVAB tests administered from 2 January 2002 to 1 July 2004.
- Minimum Aptitude Score CL-90 on ASVAB tests administered after 1 July 2004
- As of 1 September 2015, individuals enlisting must have a minimum score of 100 in aptitude area GT on the ASVAB.
- Minimum Security Clearance (SECRET)
- Must be a U.S. citizen
- Other requirements IAW current standards as per DA PAM 611-21.

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 AR
 - (1). ARNG Basic HR Course (with-in 1 year of assignment).

Knowledge Required by the Position

- Knowledge of, and skill in applying, a standardized body of military Human Resources (HR) rules, procedures, and operations sufficient to process and/or review a variety of procedural and/or substantive military personnel actions/transactions.
- Knowledge of requirements for area of assignment sufficient to provide general information to military members and/or their dependents.
- Skill in reviewing and processing military personnel actions to determine if requested action is substantiated by the documentation submitted.
- Knowledge of military organizational structures, protocol, and similar matters.
- Research ability to review, process, distribute and maintain orders IAW NGR 310-10, AR 600-8-105 and IDARNG Reg 600-8-105.