



AMENDED

Idaho Army National Guard
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112



NGID-HRO-AGR

22 March 2017

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 17-18 **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: HHC 116TH BEB
UIC: WPNWT0
DUTY LOCATION: Twin Falls, ID
AUTHORIZED GRADE: O3
DUTY SSI OR MOS: 42B or ability to obtain
ELIGIBILITY: **Open nationwide to current Commissioned Officers who hold the rank of CPT (O-3) and below and Enlisted Service Members who have completed OCS. Applicants outside of the IDARNG must be able to become a member of the Idaho Army National Guard.**
GENDER LIMITATION: None
CLOSING DATE: **11 April 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/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 Army Service Uniform (ASU), taken within one year (an unofficial photograph is acceptable). If currently deployed, a photograph in ACU/OCP 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. DD 369 (attached to this announcement); fill out blocks 1-9 and sign block 11.

o. Documentation supporting applicant's qualifications i.e. resume, certificates (to include OCS certificate for Enlisted Soldiers), etc.

p. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment).

q. 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.

r. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

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5. Acceptance of an AGR position may have an effect on Selected Reserve Incentive Programs to include Bonus payments and/or Student Loan Repayment Program. This will not affect Montgomery GI Bill eligibility. Please check with the Incentives Branch to receive information on how an AGR position would affect you individually.

6. 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.

7. 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**

8. POC for further information is 1SG Farin Cole Schwartz at 208-272-4215 or farin.c.schwartz.mil@mail.mil.

FARIN C. SCHWARTZ
1SG, USA
Army AGR Manager

116th BEB Sustainment Officer:

This position is located at Headquarters and Headquarters Company (HHC) 116th Brigade Engineering Battalion (BEB) in Twin Falls, Idaho. Candidates will be assigned to the Battalion S1 position within battalion HHC/116th BEB.

a. INTRODUCTION:

The purpose of the position is to function as the S1/S4 Sustainment Officer of the 116th BEB, representing the Commander in oversight and conduct of all sustainment functions of the organization and is responsible to ensure the Commander's policies are implemented. Applicants must hold or have the ability to obtain the AOCs of 42B and 90A (88A, 91A, and 92A are feeder AOCs for this position).

b. DUTIES AND RESPONSIBILITIES:

Develops, implements, and evaluates the administrative, equipping and personnel policies for the 116th BEB. 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. 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, and 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.
- Prepares and develops CSS plans and annex to current and future operations.
- Conducts operational and tactical logistics planning to support mode operations.
- Procures, allocates, and releases billet areas, buildings, and other facilities used by all battalion elements.
- Monitors priorities assigned to requisitions by battalion units and monitors submission of requests to supporting supply activities.
- Acts as the primary POC for all contracting requirements within the battalion.
- Performs other duties as assigned.