



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



NGID-HRO-AGR

30 March 2017

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 17-19

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:** Warrant Officer Strength Manager  
**UNIT:** Idaho Rec and Ret  
**UIC:** W90PAA  
**DUTY LOCATION:** Boise, ID  
**AUTHORIZED GRADE:** W3  
**DUTY SSI OR MOS:** MOS Immaterial  
**ELIGIBILITY:** Open to Active Guard Reserve (AGR) Warrant Officers and AGR Enlisted Service Members currently serving in the Idaho Army National Guard. Enlisted Service Members must have completed OCS or WOCS.  
**GENDER LIMITATION:** None  
**CLOSING DATE:** 17 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/afhq/G1/HRO/Pages/default.aspx>.

c. NGB Form 34-1 (completed and signed).

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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. 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](mailto:farin.c.schwartz.mil@mail.mil).

FARIN C. SCHWARTZ  
1SG, USA  
Army AGR Manager

## **Recruiting and Retention Warrant Officer Strength Manager (WOSM) Scope and Duties**

The WOSM serves as the primary warrant officer recruiter and retainer for the State. He/she is responsible for achieving the annual warrant officer mission assigned by NGB with duties as follows:

- a. Develop an annual warrant officer SM Plan.
- b. Coordinate with the MILPO, RRC, Officer Personnel Manager and other senior leaders and Commanders as directed to develop warrant officer procurement priorities.
- c. Assist the Regional Training Institute (RTI) with the development of an effective WOCS recruiting program.
- d. Actively recruit qualified warrant officers assigned to the IRR, to include all military services.
- e. Ensure that applications for appointment are complete and submitted IAW guidance provided by Department of the Army and NGB.
- f. Facilitate warrant officer transfers into and out of the state and from the Active Duty. Ensure that warrant officer vacancies are visible on AUVS.
- g. Work with Commanders to ensure that effective warrant officer sponsorship and retention programs are in place.
- h. Coordinate with the Officer Personnel Section and Standard Installation/Division Personnel System (SIDPERS) to develop and provide statistical data on officer recruiting and retention to the RRC.
- i. Utilize ARISS IAW prescribed guidance from NGB.
- j. All other duties as assigned.