



**AMENDED**

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



NGID-HRO-AGR

27 June 2017

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 17-29 **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:** Automation NCO  
**UNIT:** IDARNG REC & RET  
**UIC:** W90PAA  
**DUTY LOCATION:** Boise, Idaho  
**AUTHORIZED GRADE:** SFC / E7  
**DUTY SSI OR MOS:** Must currently have MOS 25B, MOS 79T, or SQI of "4"  
**ELIGIBILITY:** Open to current Service Members in the grade of E5 to E7 in any branch of the United States Army, including Regular Army, Army Reserve, and Army National Guard. Applicants must be willing to transfer to the Idaho Army National Guard.  
Service Members holding the grade of E6 that have accrued less than six years of active service will agree to a voluntary reduction to the grade of E5 upon acceptance of position. Service Members holding the grade of E7 may only apply if they have accrued more than six years of active service with no requirement to take a reduction.

**GENDER LIMITATION:** None  
**CLOSING DATE:** 27 July 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 this announcement, i.e. PQR, RPAM, MEDPROS.

a. Applications will not be accepted in binders or document protectors.

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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 the iPort: <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). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your ERB. Otherwise, documentation must be attached showing current ASVAB scores.

i. Previous 5 DA 2166-8/2166-9 (NCO Evaluation Report) or Commander's Letter of Recommendation for E5s with insufficient time in grade.

j. DA Photograph in Army Service Uniform, taken within one year (an unofficial photograph is acceptable). If currently deployed, a photograph in ACUs/OCPs 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 Form 369 (attached to this announcement); Fill out blocks 1-9 and sign block 11.

o. Must be able to meet the Position of Significant Trust and Authority (POSTA) screening requirement consisting of a National Sex Offender Website check, behavioral health assessment and interview, and a detailed criminal records check separate of security clearance qualifications (this is a condition of employment).

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p. Documentation supporting applicant's qualifications i.e. resume, certificates, etc (optional).

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

r. 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.

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

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 SSG Dustin Dyer at 208-272-4214 or [dustin.v.dyer.mil@mail.mil](mailto:dustin.v.dyer.mil@mail.mil).

FARIN COLE SCHWARTZ  
1SG, USA  
IDARNG AGR Manager

## **Recruiting and Retention Automation NCO**

The Recruiting and Retention Automation NCO serves as the primary automation point of contact, advisor, and troubleshooter for the RRC. He/she supports the SM efforts of all RRC personnel by ensuring that automated RRC missioning, tracking, awarding, and applicant presentations and processing are unhindered. Automation NCO duties are as follows:

- a. Obtain, maintain, train, and deploy existing and future Information Technology (IT) resources.
- b. Manage RSN Form 101/SF 312.
- c. Assist the State Security Manager in scheduling periodic re-investigations of National Agency Checks (NAC) for the RRC.
- d. Provide the RRNCOIC with resources and information needed to train their subordinate personnel on automation related issues.
- e. Monitor and evaluate performance and compliance of automated system users, communicate technical information to operators, develop training solutions to enhance performance where necessary, and assist them locally and remotely in functional support.
- f. Coordinate the acquisition, service, and property accountability of all automation equipment and manage all warranty and non-warranty technical support issues.
- g. Prepare technical studies and reports and maintain records pertaining to this functional area.
- h. Provide technical support for networked systems.
- i. Inform new users of automation requirements and responsibilities through the use of an in-processing checklist.
- j. Inform the chain of command of automation configuration control violations.
- k. Ensure that all DOD-mandated virus updates and software patches are loaded onto ARISS computers, to avoid work stoppages.
- l. Make adjustments to FAZR and PER to ensure that the RRC personnel are correctly recorded in the ARISS System.
- m. Have access to ATRRS and input Army Automated Training Application Module (AATAM) training applications for schools needed.
- n. Maintain the Verizon wireless account when it comes to upgrading, troubleshooting, and issuing phones and mifis.
- o. Submit requests through the G6 to DISA for email on the government phone.
- p. Understanding and utilization of the MDMP process with the ability to write and execute an Annex H.
- q. Other duties as assigned.

Qualifications needed: Security + and the 805B-F16 (NG) ARNG RECRUITING AND RETENTION AUTOMATION NCO.