

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

NGID-HRO-AGR

18 September 2017

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 17-37

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 1-183RD AV REG  
**UIC:** WYQRT0  
**DUTY LOCATION:** Boise, ID  
**AUTHORIZED GRADE:** O3  
**DUTY SSI OR MOS:** 42B or ability to obtain  
**ELIGIBILITY:** Open to current Commissioned Officers serving in the Idaho Army National Guard who hold the rank of 1LT or CPT  
**CLOSING DATE:** 16 October 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.

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 within one year of the date of this announcement. A statement explaining the absence of record tests is required.

g. Certified Height/Weight (HT/WT) or DA 5500 / DA 5501 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.

i. Previous 5 DA 67-9 (Officer 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. A signed Biographical Sketch (example format included).

p. Copies of DA 1059 or certificates for all OES courses (OBC/BOLC, OAC, CAS3/CCC, CAX, etc.)

q. Documentation supporting applicant's qualifications i.e. resume, certificates, etc.

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

s. 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.

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t. 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 C. SCHWARTZ  
1SG, USA  
Army AGR Manager

## **SUSTAINMENT OFFICER Duty Description**

### **a. INTRODUCTION:**

This position is located in a Battalion size headquarters of the ARNG. The purpose of the position is to function as the S1 Officer of the organization, representing the commander in oversight and conduct of all personnel functions of the organization and is responsible to ensure the Commander's policies are implemented. Develops and plans procedures for personnel management, administration, and public relations in the command. Provides staff planning and assistance to ensure that required personnel administration, strength, public relations, and readiness objectives are achieved and requirements are accomplished. Activities at this level are concerned with the mobilization readiness of military personnel in a wide variety of occupations including clerical, trades and labor, administrative, technical, and/or professional skills.

### **b. DUTIES AND RESPONSIBILITIES:**

Develops, implements, and evaluates the administrative, equipping and personnel policies for the Squadron. 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. Performs oversight for quarterly and annual maintenance schedule for the Squadron, as well as all classes of supply. 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, EES, MEDCHART, and IPERMS.

- 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.

## Biographical Sketch Format

1. **DATE:** 31 May 2009
2. **NAME:** DOE, John Q.
3. **SSN:** 987-65-4321
4. **BRANCH:** Infantry
5. **PRESENT GRADE:** Colonel
6. **DATE OF FEDERAL RECOGNITION (Present Grade):** 29 October 2010
7. **PRESENT ASSIGNMENT & DATE ASSIGNED:** Chief, ARNG Mobilization Branch, Aug 10
8. **AREA OF CONCENTRATION:** 11A
9. **FUNCTIONAL AREA:** 50A
10. **SECURITY CLEARANCE LEVEL & TYPE INVESTIGATION:** TS SCI SSBI
11. **ARNG STATUS (M-DAY, MIL TECH, AGR 32, AGR 10):** M-Day
12. **DATE OF BIRTH:** 31 October 1967
13. **SOURCE OF COMMISSION/DATE:** Army ROTC, University of Elizabethtown, 31 May 1987
14. **MANDATORY REMOVAL DATE:** 31 May 2017
15. **HOME ADDRESS:** 123 Specht Drive, Peachwood, GA 34567
16. **BUSINESS ADDRESS:** HQ FORSCOM, Ft McPherson, GA 32198
17. **HOME TELEPHONE:** 987-654-3210
18. **BUSINESS PHONE:** COMMERCIAL: 123-456-7890 DSN: 765-4321
19. **AKO E-MAIL:** john.doe@us.army.mil
20. **ALTERNATE E-MAIL** (e.g. home, business): [doej@hqforscom.army.mil](mailto:doej@hqforscom.army.mil)

21. **CIVILIAN EDUCATION:**

<u>Degree/Area of Study</u>	<u>Institution</u>	<u>Year Graduated</u>
MS/Educational Admin	University of Harrisburg	1993
BS/Secondary Education	University of Elizabethtown	1989

22. **CIVILIAN EXPERIENCE:**

<u>Date</u>	<u>Position</u>	<u>Employer</u>
9/94 - 6/02	Assistant Principal	Banners High School
9/89 - 6/94	Teacher	McClure High School

23. **MILITARY EDUCATION:**

DATE	COURSE	SCHOOL LOCATION
2007	National Security Course	Vandenburg AFB, CA
2006	Mobilization & Deployment Course	Ft Sam Houston, TX
1998	Force Development & Deployment	Ft Leavenworth, KS
1995	CGSOC/ILE	Ft Leavenworth, KS
1994	CAS3/CAX	Ft Leavenworth KS
1991	Infantry OAC/CCC	Ft Benning, GA
1990	Infantry OBC/BOLC-3	Ft Benning, GA

**24. MILITARY SERVICE:**

DATE	DUTY STATION	STATUS
8/07 – Present	Chief, Mobilization Branch, NGB	AGR Title 10
8/04 - 7/07	Ammunition Mgr, Tng Spt Br, NGB	AGR Title 10
8/01 - 7/04	APMS, Roosevelt College	AGR Title 32
8/99 - 7/01	Force Development Officer	M-Day
6/95 - 7/99	BN S-2	M-Day
6/94 - 5/95	Hq Commandant	M-Day
6/90 - 5/92	Infantry XO	Active Duty
6/89 - 5/90	Infantry Company Plt Ldr	Active Duty

**25. DECORATIONS, AWARDS, & CITATIONS:**

- Combat Infantryman's Badge
- Meritorious Service Medal
- Army Commendation Medal
- National Defense Service Medal

**26. MILITARY/CIVILIAN AFFILIATIONS:**

- Member, Peachwood Evangelical Free Church
- Member, National Soccer Coaches Association of America

**27. SUMMARY:** *(Write two to three paragraphs on why you are best qualified to be selected to command a Forward Support Company be sure to include any significant applicable experience that you may)*

*Beetle S. Bailey*  
**BEETLE S. BAILEY**  
**LTC, LG, IDARNG**