



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



NGID-HRO-AGR

10 February 2018

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **18-21**

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:** Assistant Sustainment Officer  
**UNIT:** HHC 2-116TH CAB (AR)  
**UIC:** WYP3T0  
**DUTY LOCATION:** Caldwell, ID  
**AUTHORIZED GRADE:** O3  
**DUTY SSI OR MOS:** 11A or 19A or ability to obtain  
**ELIGIBILITY:** Open to current Commissioned Officers serving in the Idaho Army National Guard (IDARNG) who hold the rank of CPT and below and Enlisted Service Members in the IDARNG who are eligible to become a Commissioned Officer (see page 5).  
**CLOSING DATE:** 9 March 2018

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 August 2017 for Enlisted and February 2018 for Officers on top of the application. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho-specific site 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 any current temporary and permanent profiles.
- f. DA Form 705 (Army Physical Fitness Test Score Card) showing a minimum of the last five record tests with the most current test not older than one year. A statement explaining the absence of record tests is required.
- g. Certified Height/Weight (HT/WT) Memo or DA 5500/5501 dated within 30 days of 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 five DA 67-9 – Officer Evaluation Report, DA 2166-8/2166-9 – NCO Evaluation Report, or Commander’s Letter of Recommendation for any applicants with insufficient time in grade. ASVAB scores must be included for any enlisted applicants.
- j. DA Photograph in Army Service Uniform (ASU), 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 369 (attached to this announcement); fill out blocks 1-9 and sign block 11.
- o. A signed Biographical Sketch (example format included).
- p. For Enlisted applicants, provide all necessary documentation to show eligibility to become a Commissioned Officer (see page 5).
- q. Other documentation to show qualifications i.e. resume, certificates, etc. (optional).
- r. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment).
- s. 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. Application packets must arrive **no later than 1500 hours** on the closing date specified in this announcement to the address below. Packets may be delivered in person, by mail, or by email. Mailing of application packets using military postage is prohibited. All emailed packets will be printed prior to the board and will have no guarantee of print quality.

**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  
Army AGR Manager

## Duties and Responsibilities

Develops, implements, and evaluates the administrative, equipping and personnel policies for the Battalion. Serves as an advisor for the command in the areas of personnel, operations, maintenance, logistics, and equipment readiness actions. 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. Performs oversight for quarterly and annual maintenance schedule for the Battalion, 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, IPERMS, IMAP (Integrated Materiel Automation Program), Global Combat Support System GCSS-Army, and the Digital Training Management System.

Accomplishes special project tasking and other assignments as directed by the Administrative Officer. Independently initiates time-sensitive staff work, based upon written orders, verbal orders, established policies and procedures. Part of a cross-functional team, conducts mission analysis on OPORDs, FRAGORDs and other directives as required, coordinate's issues/requirements determines impact to mission and resources through time sensitive communication.

- 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.
- Assist with Officer and Enlisted evaluations and unit manning roster management.
- Provides technical assistance to subordinate units and other staff sections concerning operations, logistics, personnel, 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.
- Knowledge of military training programs; of Army and National Guard regulations and policies; and of military organizations. Ability is required to communicate military regulations and policies; to present information and prepare reports; to establish and maintain effective working relationships with others; and to communicate effectively, both orally and in writing.

## **IDARNG Commissioned Officer Requirements**

1. College graduate with at least a Bachelor's Degree
2. Minimum 110 GT score on Armed Services Vocational Aptitude Battery (ASVAB) Test
3. Minimum grade of E5
4. Completion of Basic Leader Course (BLC)
5. Possess a valid security clearance (Secret or higher)
6. Meet moral standards in accordance with NGR 600-100 and AR 135-100
7. Current Physical Health Assessment (PHA) with a PULHES of 111111 (no temporary or permanent profile)
8. Have a current Army Physical Fitness Test (APFT) with scores of at least 70 points in each of the three events
9. Meet height and weight standards in accordance with AR 600-9
10. A Letter of Recommendation from the first O5 in the applicant's chain of command must be included in the application packet (sample memo attached).
11. Able to successfully complete Officer Candidate School and Basic Officer Leaders Course.
12. For all current AGRs: Upon acceptance and transfer to an AGR Officer position, the AGR Enlisted position vacated will be immediately backfilled. If the Soldier selected for the AGR Officer position is unable to complete Officer Candidate School (OCS) or another commissioning source, there will be no guarantee of return to an AGR Enlisted position. Each case will be considered on an individual basis with a focus on the needs of the organization. The Soldier may be required to take a reduction, re-class, or transfer to another area in the state in order to be accepted back to an AGR Enlisted position.

## Biographical Sketch Format

1. **DATE:** 31 May 2009
2. **NAME:** Bailey, Beetle S.
3. **SSN:** 987-65-4321
4. **BRANCH:** Infantry
5. **PRESENT GRADE:** Lietenant 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):** AGR 10
12. **DATE OF BIRTH:** 31 May 1967
13. **SOURCE OF COMMISSION/DATE:** Army ROTC, University of Elizabethtown, 31 May 1987
14. **MANDATORY REMOVAL DATE:** 31 May 2027
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. **ENTERPRISE E-MAIL:** beetle.s.bailey.mil@mail.mil
20. **ALTERNATE E-MAIL** (e.g. home, business): sargeslibuddy@gmail.com
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:**

<b>DATE</b>	<b>COURSE</b>	<b>SCHOOL LOCATION</b>
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:**

<b>DATE</b>	<b>DUTY STATION</b>	<b>STATUS</b>
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 for the position. Be sure to include any significant applicable experience that you may have.)*

*Beetle S. Bailey*

BEETLE S. BAILEY  
LTC, LG, IDARNG  
Duty Position