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

NGID-HRO-AGR 2 October 2020

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **21-01**

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:	**Human Resource NCO / AGR Manager Assistant**
UNIT:	**IDARNG STAFF ELEMENT JFHQ / AGR BRANCH**
UIC:	**W8ARAA**
DUTY LOCATION:	**Boise, Idaho**
AUTHORIZED GRADE:	**SGT / E5**
DUTY SSI OR MOS:	**42A or ability to obtain**
ELIGIBILITY:	**Open to current Service Members in the Idaho Army National Guard who hold the grade of E4 to E6.**
	Service members holding the grade of E6 will agree to a voluntary reduction to the grade of E5 upon acceptance of position.
CLOSING DATE:	**15 October 2020**

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. DTMS, IMR, RPAM, SRB.

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

b. AGR Application Checklist dated September 2020. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho National Guard Human Resource website at:

https://inghro.idaho.gov/hr/forms/forms.htm#formsArmyAgrJobs

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

d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / Health Resources Dropdown / My MEDPROS (view my record) / Forms / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. Copies of current temporary and permanent profiles.

f. Digital Training Management System (DTMS) APFT and Height/Weight Report. Must be signed and dated by unit Training or Readiness NCO. A letter of explanation is required for any absence of record APFT or Ht/Wt entries. ***"Due to ongoing restrictions surrounding COVID-19, most recent tests will be accepted by this office"***

g. SRB (Soldier Record Brief). Board selection format preferred (validated/certified). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your SRB. Otherwise, documentation must be attached showing current ASVAB scores or other qualifications.

h. Last five consecutive NCOERs/OERs and/or Commander's Letter of Recommendation for service members with less than ratings.

i. Retirement Point Accounting Management (RPAM) worksheet.

j. DD 369 (attached to this announcement); fill out blocks 1-9 and sign block 11.

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

l. 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.

m. Biographical Sketch (Commissioned Officers Only). Must be signed by the applicant.

n. DA 1059 and/or Certificates for all OES Courses (Commissioned Officers Only).

o. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment). A security clearance memorandum is only required when the security clearance has surpassed without renewal, or if there are any other security clearance issues that require explanation.

p. 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. 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.

8. When submitting via email, Soldiers will send completed packets as one (1) PDF File (PDF Portfolios are not acceptable for emailed submissions) to benjamin.d.fairchild.mil@mail.mil and marianaruthlita.s.quitugua.mil@mail.mil. Email subject lines must be formatted as follows: Announcement Number, Title of Position, and Applicant's Name. 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

9. The point of contact for further information is SSG Benjamin Fairchild at 208-272-4214 or benjamin.d.fairchild.mil@mail.mil.

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BENJAMIN D. FAIRCHILD
SSG, IDARNG
Assistant AGR Manager

Physical demands rating and qualifications for initial award of 42A MOS.

Human resources specialists must possess the following qualifications:

(1) A physical demands rating of Moderate (Gold).

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

(e) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.

HUMAN RESOURCES NCO - 42A2O

DUTIES AND RESPONSIBILITIES

This position is located in Joint Force Headquarters (JFHQ) of the Army National Guard. The purpose of this position is to review and process procedural and routine military human resources transactions submitted to the Active Guard Reserve (AGR) Human Resource Office. In addition, the position may be tasked to perform a variety of administrative and other supporting duties, which enhance the military human resources function.

1. Responsible for the following:

a. Review AGR DTS travel vouchers for accuracy and authorization approval.

b. Process state FTNGD requests to include ensuring packets are complete and maintaining record of all long term orders.

c. Produce DD 214 for the State of Idaho for FTNGD tours and AGR separations.

d. Conduct AGR in-processing for new hires.

e. Assist with AGR hiring boards to ensure compliance with policies and regulations.

f. Provide administrative support for AGR and FTNGD personnel in FTSMCS.

g. Produce and request publication of AGR orders for new tours and continuing management of full-time force.

h. Ensure submission of finance transactions in a timely manner to USPFO.

2. Provides full spectrum Human Resource services to ARNG Managers and AGR Supervisors and serves as the administrative assistant to the AGR Manager and HR Management authority. Also provides AGR Branch regulatory requirements pertaining to AGR Human Resource administration and services and assists in managing all personnel actions relating to the selection, assignment, retirement, and termination of Army AGR Personnel assigned to the State of Idaho.

3. Maintains all required forms, makes additions, revisions, or deletions to records or files to keep them current, complete, and accurate in accordance with regulations, policies, and procedures. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems as needed. Retrieves data from information sources, both manual and electronic for use in responding to correspondence or preparing reports.

4. Performs other duties as assigned.

Knowledge Required by the Position

--Knowledge of, and skill in applying, a standardized body of military Human Resources (HR) rules, procedures, and operations sufficient to process and/or review a variety of procedural and/or substantive military personnel actions/transactions.

--Skill in reviewing and processing military personnel actions to determine if requested action is substantiated by the documentation submitted.

--Knowledge of military organizational structures, protocol, and similar matters.