



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



NGID-HRO-AGR

7 April 2021

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **21-19**

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:	Human Resources Technician
UNIT:	HHC 116TH CBCT
UIC:	WYLHAA
DUTY LOCATION:	Boise, ID
AUTHORIZED GRADE:	CW2 / W2
DUTY SSI OR MOS:	420A or ability to obtain
ELIGIBILITY:	Open to current Service Members in the Idaho Army National Guard who hold the grade of E5 or above, 42A MOS qualified, and are eligible to become a Warrant Officer. (see page 4 for specific instructions).
CLOSING DATE:	09 May 2021

*****Please include following checklist items for this position.*****

- 11. Biographical Sketch – Signed by applicant**
- 12. DA 1059 and/or Certificates for all NCOES/OES courses for this position.**

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.

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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 Individual Training Report (ITR). Must be signed and dated by unit Training or Readiness NCO. If an alternate event was performed on most recent test, a profile is required. 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 required (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.

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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 be received on the closing date specified in this announcement to the address below. **The preferred method of submittal will be using the email method to the below AGR Mailbox.** Packets may also be delivered in person or by mail. 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 and attachments are not acceptable for emailed submissions) to ng.id.idarng.mbx.hro-agr@mail.mil. Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 21-19 WO1 John Doe.

**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 SGT Nathan Showalter at 208-272-4217 or nathaniel.s.showalter.mil@mail.mil.

NATHANIEL S. SHOWALTER
SGT, IDARNG
AGR Manager Assistant

420A - Human Resources Technician

This position is located in the HHC, 116 CBCT. The purpose of the position is to manage functions which support the Army's Human Resource (HR)/Personnel Management systems. Perform duties as Chief of a Section in Technical Field Operations. Serve as the HR Technician of a BCT (UA) or at any BDE/Group level in the Army structure. Monitors input to the eMILPO, IPPS-A (NG), OMF, EMF, and other automated/manual data systems used in human resources/personnel management by use of established forms and coding procedures. Oversees office automation (e.g. access, word, excel, PowerPoint) processing activities supporting the personnel activity. Oversees and monitors strength management, postal operations, replacement operations, PASR, casualty operations, data accuracy, and levy and award actions for the Combatant Commanders.

Major duties include:

- Input into all HR information systems which include, but are not limited to, eMILPO, IPPS-A (NG), RCAS, DTAS, and DCIPS.
- Querying HR Information systems and converting data to actionable information for presentation to HR professionals and unit leadership at all echelons
- Maintain, operate and integrate Army Human Resource (HR) processes and systems
- Manage access, proper usage, data accuracy and problem resolution of HR information systems
- Proficiency in managing basic office automation (e.g. Word, Excel, PowerPoint, and Outlook).
- Supervise military and civilian personnel on human resources management actions and related duties.
- Make decisions based on a variety of information sources.
- Full understanding of HR Doctrine and how it is nested in Sustainment and Operational Doctrine as well as HR regulations and MILPER/ALARACT messages and able to interpret for individuals, subordinates, commanders, and directors.
- Initiate and prepare correspondence to provide information, policy, or guidance.
- Monitor and manage the full spectrum of HR for the Combatant Commander to include but not limited to essential personnel services, strength management, postal, casualty and replacement operations, orders processing, awards, evaluations, promotions, DEERS/RAPIDS, military pay functions, sponsorship, Integrated Disability Evaluation System (IDES), in/out processing, and records management.
- Manage organizational change to implement new HR programs, systems, or policies.

GENERAL QUALIFICATIONS:

All WOMOSs require that the applicant have experience in the enlisted feeder MOS, with the exception of 153A.

Waivers are not needed for preferred qualifications.

Administrative Requirements

(A soldier must meet these Administrative Requirements before applying for the Warrant Officer Program)

- US Citizenship (No Waivers)
- General Technical (GT) score of 110 or higher (No Waivers)
- High school graduate or have a GED (No Waivers)
- Secret security clearance (Interim secret is acceptable to apply)
- Pass the standard 3-event Army Physical Fitness Test (APFT) or the Gold Standard for the ACFT and meet height/weight standards
- Pass the appointment physical for technicians or the Class 1A flight physical for Aviators
- Age Requirements: Must be 45 years of age or less at the time of appointment to WO1.

TECHNICAL QUALIFICATION REQUIREMENTS:

Minimum prerequisites: (42A) National Guard/US Army Reserve

- Grade: SGT or above – SGT applicant's packets must meet the prerequisites shown below. ALC/BNCOC, evaluation and experience requirements will not automatically be waived due to a SGT's recent DOR.
- MOS: Applicants must have a Primary MOS (PMOS) of 42A.
 - Applicants that have served successfully as a Readiness NCO with strong HR comments documented in evaluations will be taken into consideration as long as all other prerequisites are met.
 - Applicants that can show Army HR experience without award of the required feeder MOS must submit strong unit justification as to why applicant has not or cannot be awarded feeder MOS.
 - Full-time Unit Technicians (GS/AGR) – Consideration will be given to applicants with at least 5 years of outstanding documented and evaluated Army HR experience. Copies of evaluations documenting HR experience must be submitted.
- Possess a minimum of 4 years HR operational experience, of which 24 months specifies leadership experience supervising Soldiers in HR operations, documented on NCOERs.
- Submit all Evaluations: Evaluations must reflect outstanding performance of the HR operational experience to include leadership of Soldiers performing HR functions. Outstanding performance is considered as a preponderance of the following:
 -
 - DA Form 2166-8. Exceeding the standard (Excellence). Rated by the Rater (Part Va) as "Among the Best" with strong Senior Rater comments.

- DA Form 2166-9-1. "Met Standard" in Part IVc-h, with strong Rater comments in Part IVi. "Most Qualified" or "Highly Qualified" with strong Senior Rater comments in Part V.
- DA Form 2166-9-2. Preponderance of "Far Exceeded Standard" or "Exceeded Standard" in Part IVc-i, with strong Rater comments in Part IVj; "Most Qualified" or "Highly Qualified" with strong Senior Rater comments in Part V.
- All – Outstanding performance should be articulated by specific, quantifiable comments by the Rater. Senior Rater potential comments should be clearly quantified and qualified. HR technical competence should be clearly stated in the evaluations.
- Applicants, at a minimum, must be a 42A ALC Graduate. A waiver may be granted by the CWOAGC/AG Proponent Warrant Officer on a case-by-case basis for successful completion of the Adjutant General School's Brigade S1 Course and/or the Human Resources Management Qualification Course. Courses with the same name that are not provided by the Adjutant General's School will not be considered. Effective immediately, the HR Plans and Operations Course is no longer eligible for ALC waiver consideration. As an exception, applicants graduating the course prior to 24 September 2017 may continue to use this course for ALC waiver consideration.
- TABE – Test of Adult Basic Education (TABE), complete battery, level A 9/10. Complete test (not survey) with all categories. Scores required are Reading and Language @ 12th grade level (12.9+). Applicants with an AA, BA, or Master's degree, or successfully completed the CLEP College Composition examination, meet this requirement and do not require the TABE. (No waivers)
- In addition to the TABE test, 30 semester hours of college with a minimum of six (6) semester hours College Composition from an accredited academic institution. Speech and public speaking courses are not considered as meeting this requirement even if administered by the English department of an institution. Successful completion of the CLEP College Composition examination in English or an undergraduate degree are the only acceptable alternatives. Transcripts comprised of only military training credit are not acceptable.
- DA Form 705, Army Physical Fitness Scorecard. DA Form 5500 must also be submitted when applicant does not meet weight requirements.
- Official DA Photo

Letter of recommendation: Must possess a Letter of recommendation from a Senior HR Technician (CW3-CW5), in the component to which you are applying, and assigned to the applicant's organization, attesting to your technical and tactical competence in CMF 42. In organizations where no Senior HR Technician is assigned, a letter of recommendation from a Senior HR Technician assigned to the applicant's installation will also meet this requirement provided the senior warrant officer is in the component for which you are applying.

Substitution of Experience: Practical experience acquired from military/civilian positions may be substituted provided the experience is documented by employee evaluations and determined to be equivalent to military experience. Possessing a degree in Human Resources or related fields of study will not directly substitute for experience, but will be considered in the overall strength of the packet and the aptitude for future learning and development.

Preferred prerequisites: Preferred prerequisites make a packet stronger. They are not requirements and do not require a waiver if lacking.

- Associate Degree or higher from an accredited college or university.
- Documented computer training as evidenced on official transcripts or training certificates.
- Demonstrated MS Office Proficiency (Word, Excel, Access, Outlook, and PowerPoint)
- Professional certifications (i.e. MS Office, PHR, PMP)

Additional MOS Specific criterion:

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 323222.
- (3) Table 8-420A-1. Physical requirements.
- (4) Qualification scores.
 - (a) 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).

CONDITIONS OF SELECTION:

- a. Warrant Officers are required to comply with military standards and wear the appropriate uniform. Some travel may also be required.
- b. The selectee will be required to complete Warrant Officer Candidate School (or an approved substitute) and acquire MOS qualification within two years of appointment as a Warrant Officer.
- c. Packets will be screened for evaluation of qualification. All personnel who submit application packets will receive notification of their particular results and/or notification of interview.

Biographical Sketch Format

1. **DATE:** 31 January 2019
2. **NAME:** Brydon, Geoffrey S.
3. **SSN:** 987-65-4321
4. **BRANCH:** Infantry
5. **PRESENT GRADE:** Lieutenant Colonel
6. **DATE OF FEDERAL RECOGNITION (Present Grade):** 29 October 2015
7. **PRESENT ASSIGNMENT & DATE ASSIGNED:** Chief, ARNG Mobilization Branch, Aug 15
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 1977
13. **SOURCE OF COMMISSION/DATE:** Army ROTC, University of Elizabethtown, 31 May 1997
14. **MANDATORY REMOVAL DATE:** 31 May 2037
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:** geoffrey.s.brydon.mil@mail.mil
20. **ALTERNATE E-MAIL** (e.g. home, business): colonelsahib@gmail.com
21. **CIVILIAN EDUCATION:**

<u>Degree/Area of Study</u>	<u>Institution</u>	<u>Year Graduated</u>
MS/Educational Admin	University of Harrisburg	2003
BS/Secondary Education	University of Elizabethtown	1999

22. **CIVILIAN EXPERIENCE:**

<u>Date</u>	<u>Position</u>	<u>Employer</u>
9/04 - 6/12	Assistant Principal	Banners High School
9/99 - 6/04	Teacher	McClure High School

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23. MILITARY EDUCATION:

DATE	COURSE	SCHOOL LOCATION
2017	National Security Course	Vandenburg AFB, CA
2016	Mobilization & Deployment Course	Ft Sam Houston, TX
2008	Force Development & Deployment	Ft Leavenworth, KS
2005	CGSOC/ILE	Ft Leavenworth, KS
2004	CAS3/CAX	Ft Leavenworth KS
2001	Infantry OAC/CCC	Ft Benning, GA
2000	Infantry OBC/BOLC-3	Ft Benning, GA

24. MILITARY SERVICE:

DATE	DUTY STATION	STATUS
8/17 – Present	Chief, Mobilization Branch, NGB	AGR Title 10
8/14 - 7/17	Ammunition Mgr, Tng Spt Br, NGB	AGR Title 10
8/11 - 7/14	APMS, Roosevelt College	AGR Title 32
8/09 - 7/11	Force Development Officer	M-Day
6/05 - 7/09	BN S-2	M-Day
6/04 - 5/05	Hq Commandant	M-Day
6/00 - 5/02	Infantry XO	Active Duty
6/99 - 5/00	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.)*

Geoffrey S. Brydon

GEOFFREY S. BRYDON
LTC, IN, IDARNG
Duty Position