



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



NGID-HRO-AGR

3 December 2021

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **22-08**

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: Information Systems Supervisor
UNIT: IDARNG REC & RET
UIC: W90PAA
DUTY LOCATION: Boise, ID
AUTHORIZED GRADE: SFC / E7
DUTY SSI OR MOS: 25B or ability to obtain
Must currently have or be able to obtain SQI of "4"
ELIGIBILITY: Open to current Service Members in the Idaho Army National Guard who hold the grade of E5 to E7.
Service Members holding the grade of E7 with less than 6 years of Active Federal Service are required to submit a voluntary reduction to the grade of E6 upon acceptance of the position.
CLOSING DATE: 18 December 2021

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>

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **22-08**

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

d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by navigating to the following link <https://medpros.mods.army.mil/medprosnew/> Select: Access Your Individual MEDPROS Record / Forms / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted. IMR must be generated after announcement date. **A letter of explanation/resolution is required for any medical deficiencies or overdue statuses i.e. Red or Black.**

e. Copies of current temporary and permanent profiles.

f. Digital Training Management System (DTMS) APFT 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 entries. *“Due to ongoing restrictions surrounding COVID-19, most recent APFT tests will be accepted by this office...exemptions for Ht-Wt are no longer in effect.*

g. Digital Training Management System (DTMS) Height/Weight Individual Training Report (ITR). Must be signed and dated by unit Training or Readiness NCO. Must be compliant with Ht/Wt standards IAW AR 600-9 by the closing date of this announcement.

h. 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.

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

j. Retirement Point Accounting Management (RPAM) worksheet.

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

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

m. 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.

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

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

p. 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

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **22-08**

clearance has surpassed without renewal, or if there are any other security clearance issues that require explanation.

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

r. Must be able to meet the Recruiter and Training Cadre Suitability 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.)

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@army.mil. Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 22-08 SFC 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 AGR Branch at 208-272-4214, 208-272-4217 or ng.id.idarng.mbx.hro-agr@army.mil.

NATHANIEL S. SHOWALTER
SSG, IDARNG
Transitions NCO

DUTIES AND RESPONSIBILITIES

Provide desktop computer support which includes diagnosing and resolving any workstation operating system software, application software or hardware problems; provide user instruction for any workstation operating system software or standard application software setup and configure standard workstation operating system software, all authorized standard application software, and all related services and authorized application software. Maintains hardware, software, tools and reference material for network. Connects devices and determines placement of routers and switches for internet services. Installs web servers, file servers, print servers domain name servers, and mail servers, Maintains Active Directory content. Creates user accounts and sets up necessary user workstation application software. Troubleshoots network to include connectivity, hardware and software issues. Non-traditional duty hours and ability to obtain the SQL identifier. Other duties as assigned.

Special Qualification Identifier (SQI) Code 4 Specifications

1. *Description of positions.* Identifies positions associated with recruiting duty other than career recruiters, MOS 79R, and 79T.

2. *Qualifications.* **ASVAB Score Requirement: GT score of 110; (waivable to GT score of 100 or GT score of 95 with an ST score of 95).** ARNG Soldiers must graduate from the Army National Guard Recruiting and Retention School taught at the Strength Maintenance Training Center, Camp Robinson, AR.

Acceptable line score verification documents:

ERB

REDD Report print out

AFQT Retest results memo

Page 1 of most current 1966 (GT is Block 19(13-15), ST is block 19(40-42))

3. *Restrictions.*

(1) E4s must have at least 3 years time in service and have completed Basic Leader Course.

(2) Individuals can have no record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

(3) Must not have been enrolled in a drug or alcohol dependency intervention program in the last 12 months. No waiver is authorized for Soldiers who do not meet this requirement.

4. *Other Restrictions.*

SMOM 18-058, Dated 29 June 2018, Subject: Strength Maintenance Training Center (SMTC) Non-Career Recruiter (NCR) Course Prerequisites