



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



NGID-HRO-AGR

9 December 2021

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **22-11**

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 S4 Specialist  
**UNIT:** HHC 1-183<sup>rd</sup> AV REG  
**UIC:** WYQRT0  
**DUTY LOCATION:** Boise, ID  
**AUTHORIZED GRADE:** SPC / E4  
**DUTY SSI OR MOS:** 92Y or ability to obtain  
**ELIGIBILITY:** Open to current Service Members in the Idaho Army National Guard who hold the grade of E3 to E5.  
Service members holding the grade of E5 will agree to a voluntary reduction to the grade of E4 upon acceptance of position.  
**CLOSING DATE:** 02 January 2022

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 # 22-11

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

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **22-11**

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](mailto:ng.id.idarng.mbx.hro-agr@army.mil). Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 22-11 SPC 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](mailto:ng.id.idarng.mbx.hro-agr@army.mil).

K-LYNN J. DONOHO  
SFC, IDARNG  
AGR Staffing NCO

## **DUTIES AND RESPONSIBILITIES**

- 1) Incumbent is responsible to provide technical assistance to subordinate units, the headquarters logistics section, or other staff sections concerning logistics and maintenance management. Assists in providing proficiency training for logistical personnel within the command. Reviews current and future equipment authorization documents and provides recommendations for modification. Performs random reviews of subordinate unit expendable/durable requisitions. Assists in monitoring funds availability in accordance with regulations and the commander's priorities. Verifies property listings to ensure non-expendable quantities are commensurate with authorized levels of current or future authorization documents. Reviews current due-in status of back orders and identifies issues or problems. Assists on supply and maintenance discipline inspections and other like evaluations of subordinate logistical operations. Audits personal clothing records at subordinate elements. Examines organizational clothing and individual equipment (OCIE) reports to ensure the completion of supply actions of subordinate units. Inspects OCIE records for procedural completeness, accountability, accuracy, and agreement with automated management systems. Reports findings and critical problem areas to appropriate command levels. Coordinates lateral transfers of excess clothing and equipment within the organization.
- 2) Provides input for the development of command logistics policies. Consolidates unit level logistics feeder information for the organizational readiness report. Assists in preparing logistic plans for scheduled training. Coordinates for the receipt and issue of billeting, equipment, and supplies for training. Reviews Reports of Survey, Cash Collections, and Statements of Charges for property loss or damage. Reviews and forwards adjustments documents. Assists in monitoring high priority requisitions, review on-hand levels of equipment, identifies equipment excess and shortages, and reviews and coordinates transfers of equipment. Assists in coordinating the receipt, inventory, and issue of new equipment fielded to the organization. Prepares reports, schedules repair or maintenance, and requests replacement of GSA vehicles. Reviews, monitors, and forwards logistics correspondence and documents.
- 3) Performs as a technical specialist in food service administration. Reviews and forwards subsistence requests and consumption reports. Adjusts scheduled meal menus based on training requirements. Reviews AT and IDT food service records and provides guidance to logistical and food service personnel. Prepares requests and coordinates receipt of bulk and package petroleum, oil, and lubricants (POL). Coordinates and completes turn-in actions for POL. Prepares or assists in the preparation of ammunition requests. Coordinates and assists in the receipt, issue, and turn-in of ammunition and residue. Forwards reports of ammunition usage for reconciliation. Coordinates the request, issue, and turn-in of medical supplies. Maintains hazardous materials handling and environmental safety certifications. Prepares convoy and transportation requests for movement of equipment and personnel. Assists with the transportation of equipment scheduled for repair or maintenance. Prepares correspondence and maintains logistical records and files.
- 4) May be required to coordinate with local officials, service organizations, etc., for a variety of purposes: armory security coordination with police, rental of the armory, recruiting activities, and organizational participation in celebrations. May coordinate the equipment requirements to

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 22-11

support school activities such as "career days" for the purpose of informing individuals and groups of the benefits of belonging to the National Guard.

5) Performs other duties as assigned.

**Physical demands rating and qualifications for initial award of 92Y MOS.**

Unit supply specialist must possess the following qualifications:

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

(2) A physical profile of 222222.

(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) 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) Mandatory formal training.

(5) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:

(a) No conviction by court martial or by any Federal or state court.

(b) No juvenile adjudication by state court.

(c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.

(d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.

(e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.

(6) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.

(7) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.