



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



NGID-HRO-AGR

6 January 2023

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **23-05**

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  
**UNIT:** HHC 116<sup>th</sup> BEB  
**UIC:** WPNWT0  
**DUTY LOCATION:** Twin Falls, ID  
**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 E3 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:** 7 February 2023

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>

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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 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.

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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. When mailing an application packet, notify the below inbox or point of contact upon shipment date.

8. When submitting via email, Soldiers will send completed packets as one PDF File to [ng.id.idarng.mbx.hro-agr@mail.mil](mailto:ng.id.idarng.mbx.hro-agr@mail.mil). PDF Portfolios and attachments are not acceptable for emailed submissions. Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 23-05 SGT 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**

This position is located within the 116<sup>th</sup> Brigade Engineer Battalion, Twin Falls, Idaho. Assigned as the DEERS/RAPIDS Site Security Manager. Provides guidance to subordinate personnel on the correct administration of ID Cards for members of all services, retirees, including spouses and dependents. Provides information to unit personnel about benefits and entitlements, career and bonus programs, educational, retirement, and other benefits. This position will coordinate with units to ensure the accomplishment of work performed in the areas of personnel management, administration, and public relations.

Develops, implements and evaluates the administrative and personnel policies for the battalion. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the battalion organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the development and execution of the command level guidance for implementation of the Enlisted Promotion Management System. Ensures the timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Responsible for planning and coordination of health service support (i.e. annual medical certification, vaccinations, physicals, profiles, medical review boards, etc.) for the command. Assists in the preparation for and executes command level inspections in the area of personnel and administration. Plans for the establishment and operation of the Administrative and Logistics Operations Center (ALOC). Develop and implement tactical standard operating procedures for personnel and logistics.

Coordinates and assists in developing plans for recruiting and retention within the command. Analyzes the personnel portion of the organizational readiness report to determine critical needs and priorities for the strength management program. Reviews, analyzes, and provides recommendations relative to proposed MTOE and/or force structure changes to determine the impact on personnel authorizations. Provides guidance to staff officers, commanders and full time employees in policy and procedure changes concerning areas of strength management. Manages and reports information in regards to personnel accessions, retention, participation, and attrition. Develops and institutes the officer accession plan to include state and federal officer commissioning programs, direct commission, interstate transfers, and other component transfers. May serve as a liaison with the Reserve Officer Training Corps (ROTC) for officer accessions. Provides oversight of the completion of initial entry training. Serves as the liaison between state and unit level recruiting efforts/teams.

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.

Prepare and monitor requests for identification cards and tags, leaves and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention,

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military and special pay programs, personnel accounting and strength management, transition processing, training Soldier support file, and unit administration.

Performs other duties as assigned.

- Knowledge of a wide range of military human resource management concepts, regulations, policies, and procedures sufficient to provide comprehensive guidance to the command and staff within the battalion and subordinate units.
- Knowledge of requirements as defined by the authorized or pending Modified Table of Organization and Equipment (MTOE) sufficient to analyze personnel and equipment authorizations to ensure desired level of personnel and logistical readiness posture is maintained.
- Knowledge of readiness factors and requirements in the areas of personnel and medical to enhance overall readiness of the organization.
- Knowledge of administrative and personnel to direct and conduct subordinate unit inspections and assistance visits and evaluate the results.
- Knowledge of military laws, rules, or procedures pertaining to legal actions available to the command sufficient to advise battalion or subordinate leaders on appropriate courses of action.
- Knowledge of strength maintenance procedures and programs within the organization in order to develop and implement strength maintenance plans. Knowledge of the accession and appointment requirements for officer and warrant officer candidates sufficient to provide procedural guidance for the completion of commissioning and appointment packets.
- Knowledge of organizational missions and capabilities to perform presentations and briefings to community or military representatives and organizations.
- Knowledge of personnel deployment requirements sufficient to provide procedural guidance in the maintenance of individual mobilization files, review and monitor the status of personnel and medical deployment requirements, and the publication of required personnel orders.
- Ability to communicate through both oral and written communications sufficient to communicate ideas and guidance utilizing presentations, briefings, and correspondence.

**Physical demands rating and qualifications for initial award of MOS:**

- (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) A security eligibility of SECRET.