



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



NGID-HRO-AGR

12 December 2023

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **24-07**

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
UNIT:	HHC, 116th CBCT
UIC:	WYLHAA
DUTY LOCATION:	Boise, Idaho
AUTHORIZED GRADE:	O-3 / CPT
DUTY SSI OR MOS:	90A or ability to obtain.
ELIGIBILITY:	Open to current Commissioned Officers serving in the Idaho Army National Guard (IDARNG) in the grades of O-1 to O-3. O-3s with more than two years TIG must have a minimum of three years Active Federal Service (AFS).
CLOSING DATE:	15 January 2024

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. ORB/SRB, RPAM, MEDPROS.

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 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) ACFT Individual Training Report (ITR). ITR must show passing diagnostic or record ACFT and be signed / dated by unit Training or Readiness NCO. If an alternate event was performed on most recent test, **a profile is required.**

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** (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. <https://arngg1.ngb.army.mil/SelfService/CareerCenter>

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).

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. Biographical Sketch. Must be signed by the applicant.

n. DA 1059 and/or Certificates for all NCOES/OES Courses.

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.

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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.idarnng.mbx.hro-agr@army.mil. Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 23-08 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.idarnng.mbx.hro-agr@army.mil.

BRIDGET K. WINTRODE
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 fund 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 organization 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; Assists in preparing logistics plans for scheduled training. Coordinates for the receipt and issue of billeting, equipment, and supplies for training; Reviews Financial liability investigation for property loss (FLIPL), Cash Collection, and Statements of Charges for property loss or damage; Reviews and forwards adjustment documents. Assists in monitoring high priority requisitions, reviews 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 provides 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 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 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) Must possess a working knowledge of the Property Book Unit System-Enhanced (PBUSE), FED LOG, Logistics Information Warehouse (LIW), and FMSWEB (formerly Webstads).

(5) Candidate must have basic accounting skills and be able to manage and execute a yearly budget; Experience with submitting contracts and procuring items through non-military chains; will be required to act as the Billing / Authorizing Official for the Battalion Purchase card system.

(6) Incumbent should be Proficient in Microsoft Office, especially Outlook, Word and Excel software; should possess excellent verbal and written communication skills, as well as presentation skills.

(7) Candidate should have strong decision making ability and attention to detail; Ability to work as a team player and demonstrate personal initiative to complete the work of the team as a whole; Must be highly reliable and capable of meeting work schedule consistently and have the ability to handle a high volume of work with accuracy and efficiency; Will be required to operate in a fast-paced environment with changing priorities.

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