



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



NGID-HRO-AGR

13 September 2024

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **24-32**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

<b>POSITION TITLE:</b>	<b>Chief Instructor</b>
<b>UNIT:</b>	<b>2-204<sup>th</sup> RTI</b>
<b>UIC:</b>	<b>W8F9A2</b>
<b>DUTY LOCATION:</b>	<b>Boise, ID</b>
<b>AUTHORIZED GRADE:</b>	<b>MSG / E8</b>
<b>DUTY SSI OR MOS:</b>	<b>MOS Immaterial</b>
<b>ELIGIBILITY:</b>	<b>Open to current AGRs in the Idaho Army National Guard with 17 years or more of Active Federal Service by 1 November 2024, who hold the grade of E8 or E7 promotable.</b>
<b>CLOSING DATE:</b>	<b>13 October 2024</b>

This is a three-year One-Time-Occasional Tour (OTOT). This opportunity is open to Idaho Army National Guard AGRs that have or will have at least 17 years of Active Federal Service by 1 November 2024, computed from their Basic Active Service Date (BASD). Selected applicant will sign a DA 4856 acknowledging the requirements of this position prior to acceptance of the tour. Continuation beyond three years is not authorized. Upon completion of this tour, the selected applicant will retire from the IDARNG or defer retirement and accept assignment in the ARNG in a traditional (M-day) status.

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. ERB/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 record ACFT (**within the last six months**) 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 five ratings. If Soldier has less than five ratings, packet will need to include all NCOER's they do have as well as a Commander's Letter of Recommendation.

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. 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.

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

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o. 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@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. 24-01 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 208-272-4215, 208-272-4217 or [ng.id.idarng.mbx.hro-agr@army.mil](mailto:ng.id.idarng.mbx.hro-agr@army.mil).

GAYLE L. BETTIS  
1SG, IDARNG  
AGR Manager

## **POSITION DESCRIPTION**

The position 00F58 is located at the 2<sup>ND</sup> Modular Training Battalion 204<sup>th</sup> Regional Training Institute, Gowen Field, Boise, Idaho. This position is a three-year One-Time Occasional Tour (OTOT). The purpose is to be the Chief Instructor and Senior Enlisted Advisor to the Commander.

### **DUTIES AND RESPONSIBILITIES:**

Manages, supervises, and leads military personnel in the instruction of Officer Candidate School, Warrant Officer Candidate School, Common Faculty Development- Instructor Course, 68W Refresher course, and various other courses. Performs personnel actions for instructors, staff, and students to include conducting in-and-out processing of students, maintaining accountability, and safety of all assigned personnel. Evaluates, mentors, and counsels instructors, staff, and students as necessary. Screens new Programs of Instruction (POI) and training materials for completeness or errors, provides feedback as necessary, and manages duty status reporting to include leave, temporary duty, hospitalization, and sick in-quarters. Oversees all unit personnel activities and functions both on and off duty; plans, organizes, updates, and coordinates all unit and training; conducts AARs and edits training materials to include lesson plans, POI, and training aids as authorized to support instruction provided by 2-204<sup>th</sup> MTB.

### **OTHER REQUIREMENTS:**

- Must hold the rank of 1SG/MSG or SFC (Promotable).
- Must have over 17 years Active Federal Service (AFS) by 1 November 2024.
- Must have at least 36 months experience in any CMF.
- Must have the "8" Skill Identifier for Instructor Qualification or be able to obtain upon accepting OTOT.
- Must be thoroughly familiar with all courseware and Program of Instruction (POI) requirements for each class that is taught by the 2<sup>ND</sup> Modular Training Battalion.
- Must be able to acquire access to ATRRS, RCAS, iPerms, MUPS, RFMSS, DTS, and DTMS programs to facilitate daily unit actions as required.
- Possess the ability to use computers, copiers, media presentations equipment, and other basic delivery skill and equipment.
- Possess effective interpersonal skills i.e. listening, teamwork, relating information to Soldiers, etc.
- Must be able to travel outside the state as required.
- Must be available prior to/after duty hours (including weekends) to ensure all training is conducted to standard.
- Additional duties as assigned.