



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



NGID-HRO-AGR

19 March 2025

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **25-13**

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:	Instructor/Writer (Multiple Positions)
UNIT:	Regional Training Site - Maintenance
UIC:	W7XGAA
DUTY LOCATION:	Boise, ID
AUTHORIZED GRADE:	SSG/E6
DUTY SSI OR MOS:	91 CMF
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 will agree to a voluntary reduction to the grade of E6 upon acceptance of position
CLOSING DATE:	17 April 2025

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 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 NCOERs and have a Commander's Letter of Recommendation as well.

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. 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

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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. 25-01 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.

JURIANA G. MOORE
SFC, IDARNG
Staffing NCO

CAREER MANAGEMENT FIELD 91

The position 00F38 (CMF 91), is located at the RTS-M, BLDG. 813, Gowen Field, Boise, Idaho. The purpose is to train soldiers on the maintenance and maintaining of all current US Army wheel and track vehicles to include, but not limited to HMMWV, FMTV, PLS, HEMTT, the M1 Series Abrams Main Battle Tank, Small Arms and Towed Artillery, JLTV, and MRAP. Instruction encompasses operation, maintenance, capabilities and recovery.

DUTIES AND RESPONSIBILITIES

A 91 CMF instructor, must train and evaluate 91 CMF Soldiers in 10/20 level tasks. In addition, assists the Course Manager in the planning, organization, coordination, and supervision of all maintenance activities. Assists in performing unit maintenance of all tracked and wheeled vehicles. Responsible for the safety and well-being of 8-18 students during each class. Must be available prior to/after duty hours to ensure all training is conducted to standard to include weekends.

OTHER REQUIREMENTS

- May apply if holding the rank of SGT (promotable with list standing) through SFC.
- Must have at least 12 months experience in any 91CMF.
- Must be able to obtain Instructor Qualified "8" identifier.
- Must be able to become Instructor certified under CASCOM regulatory guidance within 13 months: complete CFD-IC and pass the RTS-M certification board.
- Must have a valid military driver's license and be capable of operating the unit's vehicles.
- Possess the ability to use computers, copiers, fax machines, media presentations equipment and other basic delivery skill and equipment.
- Possess effective interpersonal skills i.e., listening, teamwork, and relating information to students.
- Must be able to travel outside the state to instruct on site unit maintenance.
- Additional duties as assigned.
- Instructor Proponent Certification Paperwork, if applicable