

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

NGID-HRO-AGR

04 February 2026

SUBJECT: FTNGD-RRB ANNOUNCEMENT NUMBER # **26-02**

1. Full Time National Guard Duty Position Vacancy Announcement in the Idaho National Guard. This announcement will be posted to unit bulletin boards.

POSITION TITLE:	Inter-State Transfer Coordinator
UNIT:	IDARNG Recruiting and Retention Battalion
ADOS TOUR DATES:	TBD – 30 September 2026 (possibility of 2-year tour)
MOS/AFSC:	MOS Immaterial
DUTY LOCATION:	Boise, Idaho
AUTHORIZED GRADE:	E4-E5
ELIGIBILITY REQUIREMENTS:	Open to current Service members in the Idaho Army National Guard who hold the grade of E4 to E5. Currently living within commuting distance of hiring location or willing to relocate. PCS is not authorized.
CLOSING DATE:	9 March 2026

2. **EQUAL OPPORTUNITY:** The Idaho 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. **EMPLOYMENT:** Employment is temporary and is based on the availability of funds.

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 of this announcement, i.e. Talent Profile, Retirement Point Statement, MEDPROS.

a. Applications will not be accepted in binders or document protectors.

b. FTNGD Application Checklist dated August 2023. Documents must be organized in this manner. This can be found on the Idaho National Guard Human Resource website at: <https://inghro.idaho.gov/hr/forms/forms.htm>.

c. Complete DA Form 1058-R (OCT 2020)

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. Completion and turn in of DD Form 2807-1 is not required unless selected.
 - f. Army Training Information System (ATIS) AFT Individual Training Report (ITR). ITR must show passing record AFT (**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. Army Training Information System (ATIS) 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. Retirement Accounting Statement.
 - i. Counseling Form DA 4856.
 - j. Resume and letters of recommendation (optional but recommended).
 - k. PM-66 FTNG Code of Conduct.
 - l. DA 5960 (signed by Soldier and unit commander).
 - m. DD Form 369 Police Record Check
 - n. If selected, the hiring program manager will complete the DA 4187.
5. 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 listed below. Packets may also be delivered in person or by mail. Mailing of application packets using military postage is prohibited.
6. **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 eduardo.barajas3.mil@army.mil. Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 26-01 SGT Doe, John.

IDARNG Recruiting and Retention Battalion
ATTN: SFC Eduardo Barajas
3655 W Harvard Street, Bldg 521
Boise, ID 83705-8058

7. The point of contact for further information is SFC Barajas, Eduardo at 208-272-3825 or at eduardo.barajas3.mil@army.mil.


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JAMES P. ANDERSON
MAJ, EN, IDARNG
RRB Executive Officer

Inter-State Transfer Coordinator

The Inter-State Transfer (IST) and In-Service Recruiting Process Specialist is a critical role within the IDARNG Recruiting and Retention Battalion, tasked with ensuring the successful transition of Soldiers into the Idaho Army National Guard. This position manages complex administrative processes and plays a direct role in maintaining unit strength and readiness.

Responsibilities include:

- a. Follow applicable State and federal regulatory guidance and current policies to determine the enlistment and incentive eligibility of Soldiers desiring IST or in-service enlistment.
 - b. Identify and contact the new unit of assignment for all Soldiers obtaining an IST or in-service enlistment. Obtain the name and phone number of a sponsor.
 - c. Coordinate and maintain contact, as applicable, between the gaining and losing State IST/ISR, the Reserve Component Career Counselor (RCCC), and the national IST/ISR help desk to ensure completion of all transfers and in-service enlistments.
 - d. Prepare and conduct briefings to units and installations to streamline and improve the IST/ISR process.
 - e. Prepare and process After Action Reviews (AARs), information papers, production reports and other correspondence as required and make recommendations to the RRC to improve IST/ISR processes.
 - f. Submit IST worksheets and documents through RMS for both incoming and outgoing ISTs.
 - g. Monitor and update the REQUEST System for daily managing of ARNG unit vacancies' functionality, to include maintaining unit information and unit POC. Ensure current and accurate vacant positions are posted within the REQUEST system using the AUVS.
 - h. Serve as the assistant Automated Unit Vacancy Software Manager for IDARNG Recruiting and Retention.
 - i. Manage ARNG Vacancy system by maintaining accurate and approved applications used to facilitate Accessions, Retention, Interstate Transfer, and assignment of Soldiers in support of the IDARNG Readiness and manpower requirements.
 - j. Managing ARNG unit vacancies to support the Commander, MEPS GC, RCT, IPPS-A and recruiting personnel utilizing Recruit Quota System (REQUEST) and AUVS.
 - k. Ensures that vacancy data is validated and prepared for load into REQUEST.
 - l. Maintains unit vacancy data and Soldier information for the RRC utilizing the AUVS.
 - m. Monitors and evaluates unit strength throughout the State to determine strengths, weaknesses, and trends and provide recommendations to fill critical unit vacancies.
Assists the recruiting and retention force in the identification of valid vacancies.
 - n. Ensures that loaded vacancies are reviewed daily.
 - o. Creates vacancies for use by the ARNG GC at MEPS or the Reserve Component Career Counselor (RCCC), as required for emergency mission requirements.
 - p. Provides recurring and 'ad hoc' unit vacancy reports as required from both AUVS and REQUEST.
 - q. Supports the IST/ISR processes and coordinators by ensuring complete and accurate unit information.
 - r. Opens and closes units for accessioning according to State and national policy. Reviews unit priorities and conducts updates as needed.
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- s. Maintains responsibility for the creation of Facility IDs within REQUEST based on information received from the State facilities manager, support acquisition policies and assists in identification and assignment of Facility IDs to units, to alleviate vacancy load and assignment problems.
 - t. Responsible for the creation of the units within REQUEST.
 - u. Coordinates with other AUVS Managers for reassignment of units transferred from another State.
 - v. Reassigns units transferred from the Managers State to another by following set procedures and guidelines.
 - w. Assigns and updates the Point of Contact assigned to the unit within REQUEST.