



**IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
HUMAN RESOURCE OFFICE**  
4792 General Manning Ave. Building 442  
Boise, Idaho 83705-5004



NGID-HRO-AGR

25 March 2026

**SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 26-03**

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 Resources Sergeant  
**UNIT:** IDARNG Staff Element JFHQ  
**UIC:** W8ARAA  
**DUTY LOCATION:** Boise, Idaho  
**AUTHORIZED GRADE:** E-5 / SGT  
**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 E4 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:** 23 April 2026

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. STP, ITR, MEDPROS.

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

b. AGR Application Checklist dated March 2026. 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. 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. STP (Soldier Talent Profile). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your STP. Otherwise, documentation must be attached showing current ASVAB scores or other qualifications.  
<https://hr.ippsa.army.mil/psp/hcpdc/?cmd=login>

i. Last three consecutive NCOERs and/or Commander's Letter of Recommendation for service members with less than three ratings.

j. Retirement Point Statement (5016). Must be generated within 30 days of close date.  
<https://hr.ippsa.army.mil/psp/hcpdc/?cmd=login>

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

n. 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.

o. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **26-03**

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. 26-01 SGT Doe, John.

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).

JURIANA G. MOORE  
SFC, IDARNG  
AGR Staffing NCO

### **DUTIES AND RESPONSIBILITIES**

This position is located within the Joint Force Headquarters (JFHQ) of the Army National Guard, with the primary responsibility of supporting the Idaho Army National Guard (IDARNG) in various administrative functions in the Records Branch.

The main duty of this role is as the Active Duty for Operational Support (ADOS) Processing NCO to review and process ADOS packet requests and DD 214s. In addition to ADOS and DD 214 processing, the position may require the individual to perform a variety of other administrative tasks that enhance the overall function of the IDARNG Records Branch. This role plays a critical part in managing and processing essential records for Soldiers, ensuring their information is accurate and accessible for various military and veteran benefits, while also supporting broader administrative functions within the Records Branch.

#### Primary Responsibilities

##### 1. ADOS Processing (Active Duty for Operational Support):

a. Review and Process ADOS Packets: Ensure ADOS requests are complete and that records are maintained for both short-term and long-term orders.

b. DD 214 Management: Review and process DD 214s, which are essential documents for verifying military experience, character of service, decorations, and VA benefits eligibility.

##### 2. Record Maintenance:

a. Data Compilation: Ensure that personnel records contain accurate details such as Entry/Separation dates, Branch of service, Rank, Job Specialty (MOS), Education, Awards/medals, and Total creditable service.

b. Record Accuracy: Ensure that all personnel records are accurate and up-to-date, particularly before processing DD 214s for service periods of 90+ days.

c. Systems Utilization: Manage records using iPERMS and IPPS-A.

d. Record Maintenance: Ensure that DD 214s are complete and accurate according to regulations. This includes assisting in correcting, revising, deleting, or adding to records as necessary.

##### 3. Administrative Support:

a. Data Retrieval: Gather data from manual and electronic sources to support reports or correspondence.

b. Alternate IDARNG Awards Clerk: Serve as an alternate for the state's awards processing as needed.

c. State ASAP: Assist with other tasks related to the Army Substance Abuse Program (ASAP).

4. Other Duties: Perform any additional duties assigned to support the overall function of the Records Branch.

**Physical demands rating and qualifications for initial award of 42A MOS**

Human resources specialists must possess the following qualifications:

(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) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.