



**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 # 26-07

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: Supply Sergeant (Multiple Positions)
UNIT: 116th CAV (MBCT)
UIC: WYLHFF
DUTY LOCATION: Various Locations, Idaho
AUTHORIZED GRADE: E6
DUTY SSI OR MOS: 92Y 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 with less than four years active federal service (AFS) will agree to a voluntary reduction to the grade of E5 upon acceptance of position.
CLOSING DATE: 24 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.

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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.

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. 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.

JURIANA G. MOORE
SFC, IDARNG
AGR Staffing NCO

POSITION DESCRIPTION

There are various vacancies for this position within the 116th CAV (M) located throughout the state of Idaho. The Unit Supply Sergeant supervises or performs duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment.

DUTIES AND RESPONSIBILITIES

Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment; Operate unit level computers (ULC); Prepare all unit/organizational supply documents; Maintains automated supply system for accounting of organizational and installation supplies and equipment; Issues and receives small arms; Secures and controls weapons and ammunition in security areas; Schedules and performs preventive and organizational maintenance on weapons; Schedules and performs preventive and organizational maintenance on medical equipment; Provides technical guidance to lower grade personnel; Inspects completed work for accuracy and compliance with established procedures; Coordinates supply activities; Reviews and annotates changes to unit material condition status report; Post transactions to organizational and installation property books, and supporting transaction files; Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items; Performs duties shown at preceding level of skill and provides guidance to lower grade personnel; Directs supply personnel in establishing supply and inventory control management functions; Maintain property under Global Combat Support System Army (GCSS-A) system; Review daily and monthly records of issues of petroleum products and operating supplies; Provide technical assistance to equipment records and parts specialist; Prepare and conduct inspections (CSDP/CMDP/OIP); Coordinate detachment movement when required; Maintain GSA requirements; Maintains proper deadlines and requirements for Food Service Support; Tracks and integrates unit-level maintenance; Assists and advises Supply Officer and Commander.

PHYSICAL DEMANDS RATING AND QUALIFICATIONS FOR INITIAL AWARD OF MOS:

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 222222.
- (3) Qualifying scores.
 - (a) A minimum score of 90 in aptitude area CL.
- (4) Mandatory formal training.
- (5) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:
 - (a) No conviction by court-martial or by any Federal or state court.
 - (b) No juvenile adjudication by state court.
 - (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.
 - (d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter

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(e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.

(6) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.

(7) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable