



**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 # **26-08**

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: Public Affairs Officer
UNIT: Joint Force Headquarters
UIC: W8ARAA
DUTY LOCATION: Boise, Idaho
AUTHORIZED GRADE: O4
DUTY SSI OR MOS: Immaterial
ELIGIBILITY: Open to current Service Members in the Idaho Army National Guard who hold the grade of O3 – O4.
CLOSING DATE: 28 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 OERs 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. Biographical Sketch. Must be signed by the applicant.

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

o. 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.

p. 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

This position is located with Joint Force Headquarters on Gowen Field, Boise, ID. The Public Affairs Officer (PAO) coordinates the release of information to the public, media, and other stakeholders, ensuring the Army's message aligns with organizational priorities, policies, and operational objectives. The PAO plays a pivotal role in maintaining public trust and confidence, enhancing the Army's image, and supporting the mission through effective communication strategies. The PAO serves as the principal public communication advisor to the Assistant Adjutant General (AAG) on all PA matters. Operates as release authority for all informational products intended for the public on behalf of the commander. Lead the AAG's communication synchronization process of plans, themes, messages, and products and ensures command level communication initiatives align with state, NGB, Army, and national themes and messages. Serves as a key representative of the Army, responsible for creating, managing, and executing public affairs programs and initiatives.

DUTIES AND RESPONSIBILITIES

Media Relations and Engagement:

- Act as the primary spokesperson for the command, responding to media inquiries and conducting interviews.
- Develop and maintain positive relationships with local, national, and international media outlets.
- Coordinate media coverage of Army events, operations, and activities, ensuring accuracy and appropriateness of information shared.
- Monitor media coverage and provide analysis on public sentiment, trends, and potential issues.

Internal Communication:

- Manage internal communications to ensure Soldiers and Army personnel are informed about key policies, programs, and initiatives.
- Coordinate the development and dissemination of internal communications materials (e.g., newsletters, bulletins, announcements).
- Provide guidance and support to senior leadership on communication strategies and messaging.

Crisis Communication:

- Lead crisis communication efforts during emergencies, incidents, or other high-visibility events, ensuring rapid, accurate, and clear communication.
- Develop and execute crisis communication plans, including preparation of statements, briefings, and media responses.
- Work closely with command and leadership teams to ensure accurate information is delivered to the public and media during crisis situations.

Public Information and Outreach:

- Design and implement public affairs campaigns to promote Army initiatives, programs, and events.

- Plan and execute community relations programs and outreach events that enhance the Army's reputation within the local community.
- Utilize social media platforms, websites, and other digital tools to communicate the Army's message to diverse audiences.
- Organize and manage public speaking engagements and Army-related promotional activities.

Message Development and Documentation:

- Write and edit press releases, speeches, articles, and other public-facing materials.
- Develop talking points, FAQs, and other documents to support leadership during public engagements.
- Ensure that all communications adhere to Army regulations, policies, and guidelines, while aligning with overall messaging and objectives.

Training and Mentorship:

- Provide public affairs training to Army personnel, ensuring they understand the importance of communication in the operational environment.
- Mentor and supervise junior public affairs personnel, providing leadership and professional development opportunities.
- Ensure all personnel are aware of legal and ethical considerations in public affairs work, including media interactions and social media conduct.

Additional Duties:

- Assist in the development and execution of the command's information operations and psychological operations plans.
- Represent the public affairs office in various meetings, working groups, and planning sessions.
- Collaborate with other military branches, governmental agencies, and external organizations to enhance communication efforts.

Required Skills & Qualifications:

- Strong verbal and written communication skills.
- Proficiency in digital media tools and platforms (e.g., social media, website management, multimedia production).
- Knowledge of public relations, media relations, and communication strategies.
- Ability to work under pressure and manage time-sensitive, high-stakes situations.
- Ability to work effectively with diverse teams and command leadership.
- Familiarity with military protocols and the Department of Defense's communication policies.

Biographical Sketch Format

1. **DATE:** 31 May 2009
2. **NAME:** DOE, John Q.
3. **SSN:** 987-65-4321
4. **BRANCH:** Infantry
5. **PRESENT GRADE:** Colonel
6. **DATE OF FEDERAL RECOGNITION (Present Grade):** 29 October 2010
7. **PRESENT ASSIGNMENT & DATE ASSIGNED:** Chief, ARNG Mobilization Branch, Aug 10
8. **AREA OF CONCENTRATION:** 11A
9. **FUNCTIONAL AREA:** 50A
10. **SECURITY CLEARANCE LEVEL & TYPE INVESTIGATION:** TS SCI SSBI
11. **ARNG STATUS (M-DAY, MIL TECH, AGR 32, AGR 10):** M-Day
12. **DATE OF BIRTH:** 31 October 1967
13. **SOURCE OF COMMISSION/DATE:** Army ROTC, University of Elizabethtown, 31 May 1987
14. **MANDATORY REMOVAL DATE:** 31 May 2017
15. **HOME ADDRESS:** 123 Specht Drive, Peachwood, GA 34567
16. **BUSINESS ADDRESS:** HQ FORSCOM, Ft McPherson, GA 32198
17. **HOME TELEPHONE:** 987-654-3210
18. **BUSINESS PHONE:** COMMERCIAL: 123-456-7890 DSN: 765-4321
19. **AKO E-MAIL:** john.doe@us.army.mil
20. **ALTERNATE E-MAIL** (e.g. home, business): doej@hqforscom.army.mil
21. **CIVILIAN EDUCATION:**

<u>Degree/Area of Study</u>	<u>Institution</u>	<u>Year Graduated</u>
MS/Educational Admin	University of Harrisburg	1993
BS/Secondary Education	University of Elizabethtown	1989

22. **CIVILIAN EXPERIENCE:**

<u>Date</u>	<u>Position</u>	<u>Employer</u>
9/94 - 6/02	Assistant Principal	Banners High School
9/89 - 6/94	Teacher	McClure High School

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23. **MILITARY EDUCATION:**

DATE	COURSE	SCHOOL LOCATION
2007	National Security Course	Vandenburg AFB, CA
2006	Mobilization & Deployment Course	Ft Sam Houston, TX
1998	Force Development & Deployment	Ft Leavenworth, KS
1995	CGSOC/ILE	Ft Leavenworth, KS
1994	CAS3/CAX	Ft Leavenworth KS
1991	Infantry OAC/CCC	Ft Benning, GA
1990	Infantry OBC/BOLC-3	Ft Benning, GA

24. **MILITARY SERVICE:**

DATE	DUTY STATION	STATUS
8/07 – Present	Chief, Mobilization Branch, NGB	AGR Title 10
8/04 - 7/07	Ammunition Mgr, Tng Spt Br, NGB	AGR Title 10
8/01 - 7/04	APMS, Roosevelt College	AGR Title 32
8/99 - 7/01	Force Development Officer	M-Day
6/95 - 7/99	BN S-2	M-Day
6/94 - 5/95	Hq Commandant	M-Day
6/90 - 5/92	Infantry XO	Active Duty
6/89 - 5/90	Infantry Company Plt Ldr	Active Duty

25. **DECORATIONS, AWARDS, & CITATIONS:**

Combat Infantryman's Badge
Meritorious Service Medal
Army Commendation Medal
National Defense Service Medal

26. **MILITARY/CIVILIAN AFFILIATIONS:**

Member, Peachwood Evangelical Free Church
Member, National Soccer Coaches Association of America

27. **SUMMARY:** *(Write two to three paragraphs on why you are best qualified to be selected to command a Forward Support Company be sure to include any significant applicable experience that you may)*

Beetle S. Bailey
BEETLE S. BAILEY
LTC, LG, IDARNG