



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



NGID-HRO-AGR

13 May 2026

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **26-14**

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:** Commandant  
**UNIT:** Regional Training Site – Maintenance  
**UIC:** W7XGAA  
**DUTY LOCATION:** Boise, ID  
**AUTHORIZED GRADE:** CW4  
**BRANCH:** OD  
**ELIGIBILITY:** Open to current Service Members in the Idaho Army National Guard who hold the grade of W2 – W4.  
**CLOSING DATE:** 20 June 2026

This is a three-year One-Time-Occasional Tour (OTOT). This opportunity is open to Idaho Army National Guard AGR and M-Day Service Members. Selected applicant will sign a DA 4856 acknowledging the requirements of this position prior to acceptance of the tour.

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, 5016 MEDPROS.

a. Applications will not be accepted in binders, document protectors, PDF portfolios, or PDF with attachments.

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>

NGID-HRO-AGR

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 26-14

c. NGB Form 34-1 (attached to this announcement).

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 five consecutive NCOERs/OERs and/or Commander's Letter of Recommendation for service members with less than five 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 (optional).

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 # 26-14

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. **Email is the preferred way to receive applicant packets. 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 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

### **Position Description**

The Commandant of the Regional Training Site - Maintenance (RTSM) is responsible for the comprehensive planning, execution, management, scheduling, and maintenance coordination of multiple Military Occupational Specialty Transition (MOS-T) courses and associated facilities. This position requires strategic leadership, effective communication, and a commitment to maintaining high standards of training and operational readiness. Mission requirements are determined by ARNG-TRI (Individual Training Branch) and the Army Program for Individual Training (ARPRINT) for the Army National Guard, the United States Army Reserve (USAR), and the Active Component (AC) in support of the Army's Modular Force and the One Army School System (OASS).

### **Duties and Responsibilities**

#### **1. Risk Management and Compliance**

Functions as Battalion Safety Officer with responsibility for the safety and wellbeing of approximately 600 students annually and 25 full-time employees. Conduct continual risk assessments, implement mitigations, and monitor outcomes related to training and operations.

- a) Ensure compliance with Army Enterprise Accreditation Standards (AEAS) and administer Test Control accuracy, security, and accountability.

#### **2. Course Management**

- a) Plan, execute, and manage three functional MOS-T courses: 91A10 / 91A30 Advanced Leaders Course, 91B10 / 91B30 Advanced Leaders Course, 91F30 Advanced Leaders Course, and Senior Leaders Course.
- b) Oversee Additional Skills Identifiers (ASI) Wheeled (ASI H8) and Tracked (ASI H9) vehicle recovery courses, ensuring compliance with Army training standards.
- c) Develop and implement course objectives, instructional strategies, and assessment methods to ensure effective learning outcomes.

#### **3. Facility Oversight**

- a) Manage building operations for two primary instructional buildings (813, 815) with 12 Army Learning Concept-Training Education (ALC-TE) compliant classrooms and 14 maintenance bays, ensuring all facilities meet training requirements.
- b) Supervise the maintenance and operational readiness of a 400 SF weapons vault, five training labs containing over 40 training aids and devices, seven barracks buildings, a motor pool, and a 12-lane artificial turf fitness testing field.
- c) Coordinate with the dining facility (DFAC) to support training activities, ensuring the capability to feed 1,200 meals per day.

**4. Staff and Faculty Management**

- a) Lead a diverse team of 24 employees, including administrative, supply, IT, instructors, and quality assurance personnel.
- b) Act as Senior Rater for 18 Active Guard Reserve (AGR) employees and Senior Reviewer for four Federal Technicians, providing mentorship and professional development.
- c) Foster a culture of continuous improvement and professional development, encouraging staff to pursue relevant training and certifications.

**5. Leadership and Management**

- a) Provide strategic leadership to ensure the alignment of training objectives with organizational goals and Army readiness standards.
- b) Cultivate an environment of trust and collaboration, empowering team members to take initiative and contribute to the mission.
- c) Demonstrate effective decision-making skills, balancing the needs of the organization with the welfare of personnel.

**6. Planning and Execution**

- a) Develop and implement comprehensive operational plans that detail resource allocation, timelines, and performance metrics for training programs.
- b) Ensure the successful execution of training events through meticulous planning and coordination with various stakeholders, including higher headquarters and external agencies.
- c) Monitor and evaluate training effectiveness, adjust as necessary to improve outcomes and meet changing requirements.

**7. Scheduling and Coordination**

- a) Develop and maintain a master training schedule that optimally utilizes available resources and facilities while accommodating the needs of various courses.
- b) Coordinate training schedules with instructors, support staff, and external agencies to ensure seamless delivery of training programs.
- c) Manage logistics for training events, including transportation, equipment availability, and facility readiness.

**8. Quality Assurance and Control**

- a) Oversee quality assurance standards for instructional delivery and manage the Facility Development Recognition Program (FDRP).
- b) Evaluate instructors for proponent certification and administer regulatory guidance for instructor evaluations and re-certifications.

**9. Logistical and Equipment Management**

- a) Manage logistical readiness and accountability for 763 items of Class VII equipment in the Global Combat Support System-Army (GCSS-A).
- b) Ensure the operational readiness of all assigned equipment and facilities to support training requirements.

**10. Data Management and Reporting**

- a) Utilize the Army Training Requirements and Resource System (ATRRS) for data management, ensuring accurate class schedules, Soldier status, attrition, and graduation data.
- b) Conduct analysis and audits related to training capacity and resource allocation, responding to requests for changes during Training Resource Arbitration Panels (TRAP).

**11. Team Leadership and Communication**

- a) Ensure clear communication of tasks and priorities to all team members, fostering an environment of accountability and support.
- b) Make sound decisions in the absence of complete information, demonstrating leadership and decisiveness.

**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](mailto:doej@hqforscom.army.mil)
21. **CIVILIAN EDUCATION:**

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

22. **CIVILIAN EXPERIENCE:**

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

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23. **MILITARY EDUCATION:**

<b>DATE</b>	<b>COURSE</b>	<b>SCHOOL LOCATION</b>
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:**

<b>DATE</b>	<b>DUTY STATION</b>	<b>STATUS</b>
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**