



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



NGID-HRO-AGR

31 July 2026

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 26-21

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:	Assistant S4
UNIT:	HHC 1-116th CAV REG
UIC:	WTAPT0
DUTY LOCATION:	Lewiston, Idaho
AUTHORIZED GRADE:	E4
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 E3 to E5 Service Members holding the grade of E5 will agree to a voluntary reduction to the grade of E4 upon acceptance of position.
CLOSING DATE:	30 August 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 five consecutive NCOERs 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.

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. In the event an Order of Merit List (OML) is established from this announcement, it may be utilized to fill subsequent vacancies. This OML will remain valid for utilization for up to 90 days following the date of official OML approval.

10. The point of contact for further information is AGR Branch at ng.id.idarng.mbx.hro-agr@army.mil.

JURIANA G. MOORE
SFC, IDARNG
AGR Staffing NCO

POSITION DESCRIPTION

This position is located at 1-116th CAV REG in Lewiston, Idaho. The primary purpose of the position is to serve as an Assistant S4. Works under direct supervision of the battalion S4 NCOIC.

DUTIES AND RESPONSIBILITIES

The Unit Supply Specialist performs duties involving request, receipt, storage, issue, accountability, and preservation of individual, organizational, installation and expendable supplies and equipment. Performs duties of the preceding skill level and provides technical guidance to Soldiers in accomplishment of these duties:

1. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organizational supplies and equipment using the Global Combat Support System Army (GCSS-A) system.
2. Prepares all unit/organizational supply documents.
3. Schedules and performs preventive and organizational maintenance on weapons.
4. Inspects completed work for accuracy and compliance with established procedures.
5. Coordinates supply activities.
6. Posts transactions to organizational property books and supporting transaction files.
7. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items.
8. Directs personnel in establishing supply and inventory control management functions.
9. Provides technical assistance to equipment records and parts specialist.
10. Assists and advises Supply Officer and Commander.

ADDITIONAL DUTIES

1. Reviews, records, and submits monthly receipts of fuel for GSA fleet vehicles.
2. Issues and receives small arms.
3. Coordinates billeting for Soldiers on drill weekend.
4. Participates in the Government Purchase Card program.
5. Manages key control and access rosters for personnel requiring unaccompanied access throughout the building.

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.
 - (b) 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) 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 3.

(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.