



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



NGID-HRO-AGR

13 August 2026

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # 26-24

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 Operations NCO
UNIT:	A Co. 1-116th CAV REG
UIC:	WTAPT0
DUTY LOCATION:	Lewiston, Idaho
AUTHORIZED GRADE:	E6
DUTY SSI OR MOS:	11B or ability to obtain
ELIGIBILITY:	Open to current Service Members in the Idaho Army National Guard who hold the grade of E5 to E7. Service Members holding the grade of E7 will agree to a voluntary reduction to the grade of E6 upon acceptance of position.
CLOSING DATE:	16 September 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 the WHtR standards IAW AR 600-9 and AD 2026-13 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.idarnng.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.idarnng.mbx.hro-agr@army.mil.

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RACQUELLE L. HANDY
SFC, IDARNNG
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 Operations NCO. Works under direct supervision of the Battalion Training Officer and Operations NCO.

DUTIES AND RESPONSIBILITIES

1. Formulates, oversees and evaluates the overall training programs for the command. Develops yearly and longer training plans. Issues instructions and procedures to subordinate units for the conduct of training activities that meet the requirements of the Department of the Army, National Guard Bureau, major Army headquarters and/or other higher headquarters. Establishes and conducts a training evaluation program for subordinate units. Creates or modifies the unit's mission essential task lists in accordance with critical wartime mission requirements. Reviews training evaluation and inspection reports to identify systemic problems and trends. Determines and formulates needed revisions or improvements to training activities. Reviews training plans and schedules of subordinate units for approval and revision as necessary. Provides guidance and assistance to unit commanders or other training personnel pertaining to scheduling and conducting training. Schedules and ensures the execution of special training courses on a variety of subjects (e.g., communications procedures, leadership courses, marksmanship training, etc). Prepares and submits annual budget requirements to higher headquarters based on yearly training guidance and training calendars. Sub-allocates funding to subordinate units for use in training activities. Monitors usage of mandays and funds designated for training. Prepares and provides guidance on training eligibility requirements. Maintains familiarity with training directives issued by all echelons of command to determine applications to local programs.
2. Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Receives and consolidates unit readiness feeder reports. Evaluate the organizational readiness report and prepare recommendations for improvements/modifications of the battalion training program. Prepares command level mobilization and contingency operation plans. Provides technical guidance and assistance to subordinate units in the development of mobilization, alert and assembly plans for use in responding to local/national emergencies and homeland security missions. Assists in the preparation for and executes command level inspections in the area of training and readiness.
3. Directs scheduling and coordination for the use of training sites and facilities. Ensures the arrangement for equipment and supplies needed for training activities. Procures or directs the procurement of training aids, manuals, or other instructional material. Maintains liaison with personnel at local, state or federally operated training sites. Identifies the requirement for the coordination and maintenance of usage agreements for local/private training areas. May conduct environmental impact assessments for training sites/areas. Coordinates with external training, evaluation and assistance organizations for the conduct and evaluation of Army training to include Field Training Exercises (FTX), Command Posts Exercises (CPX), etc.
4. Develops and implements Risk Management plans and programs for the command. Provides guidance to subordinate units on the implementation of Risk Management plans and programs.

Develops safety/accident prevention policies and supervises implementation. Conducts safety inspections and assistance visits to subordinate units. Conducts investigations of accidents and safety violations and recommends corrective actions.

5. Identifies requirements and justifies requests for supplies and services such as ammunition, demolitions, rations, contract latrines, automation support, etc. Forecasts and approves ammunition requirements for subordinate units. Coordinates with maintenance and supply personnel to ensure equipment and supplies are available and ready for training activities.

6. Performs other duties as assigned.

Physical demands rating and qualifications for initial award of MOS. Infantrymen must possess the following qualifications:

- (1) A physical demands rating of Heavy (Black).
- (2) A physical profile of 111221.
- (3) Color discrimination of red/green.
- (4) Correctable vision of 20/20 in one eye; 20/100 in other eye.
- (5) Qualifying scores.
 - (a) A minimum score of 77 in aptitude area CO.
 - (b) A minimum OPAT score of Standing Long Jump (LJ) – 0160 cm, Seated Power Throw (PT) – 0450 cm, Strength Deadlift (SD) – 0160 lbs., and Interval Aerobic Run (IR) – 0043 shuttles in Physical Demand Category in “Heavy” (Black).
- (6) Formal training (completion of MOS 11B course 11B10-OSUT conducted under the auspices of the USA Infantry School) mandatory.
- (7) Reclassification: Must meet all prerequisites IAW AR 614-200, Chapter 3-19 and AR 40-501, Chapter 3.
 - (a) Active Component: The highest grade an individual may be reclassified into MOS 11B without a waiver is a non-promotable E5 (SGT). Soldiers reclassifying into MOS 11B must complete a mandatory MOS 11B course conducted under the auspices of the U.S. Army Infantry School. Promotable SGT and non-promotable SSG may request a waiver. Waiver requests must be submitted to Commandant, USAIS, ATTN: ATSH-IPP, 1 Karker Street, Fort Moore, GA, 31905, for determination of eligibility, reclassification training, and education requirements. Waivers may be submitted electronically to: usarmy.Moore.mcoe.mbx.usais-training-waivers@mail.mil. Sergeants First Class (E7) are not authorized for reclassification into MOS 11B.
 - (b) Reserve Component:
 1. Soldiers in the grades of E1 through Non-promotable E4 (PVT-SPC), reclassifying into the MOS 11B must complete the MOS 11B reclassification course (MOS-T) under the auspices of the U.S. Infantry School.
 2. Soldiers in the grades of E5 (SGT) and E6 (SSG) non-promotable must attend the 071-11B2/3/4 (T) Infantry Transition Course. Skill Level 3 Soldiers should complete both the 071-11B2/3/4 (T) Infantry Transition Course, and the appropriate level NCOES technical phase.
 3. Soldiers in the grade of E6 (SSG) promotable through E7 (SFC) must submit an exception to policy (ETP) to the Chief of Infantry. Units will process ETPs through the Army National Guard Bureau G1. ETP Packets may be submitted electronically to: usarmy.Moore.mcoe.mbx.usais-training-waivers@mail.mil.