IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3882 W Ellsworth St. Building 440
Boise, Idaho 83705-8112

NGID-PED

19 October 2026

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **27-03**

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:	**Training NCO**
UNIT:	**D CO 1-116TH CAV REG**
UIC:	**WTAPD0**
DUTY LOCATION:	**Grangeville, ID**
AUTHORIZED GRADE:	**SSG / E6**
DUTY SSI OR MOS:	**11B or ability to obtain**
ELIGIBILITY:	**Open to current Service Members in the Army National Guard and Active Component Members within six months of ETS date who hold the grade of E5 to E7. Applicants must be able to transfer to the Idaho Army National Guard** **Service Members holding the grade of E7 will agree to a voluntary reduction to the grade of E6 upon acceptance of position.**
CLOSING DATE:	**19 November 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 October 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 WHtR 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; service members with fewer than five ratings must submit all completed NCOERs and a Commander's Letter of Recommendation.

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.

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. An Order of Merit List (OML) will be established from this announcement and 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 PMO Branch at ng.id.idarng.mbx.hro-agr@army.mil.

HANDY.RACQUELLE.LORRAINE.1512327350 Digitally signed by HANDY.RACQUELLE.LORRAINE.1512327350 Date: 2026.10.19 12:30:38 -06'00'

RACQUELLE L. HANDY
SFC, IDARNG
AGR Staffing NCO

DUTIES AND RESPONSIBILITIES

The primary purpose of the position is to serve as a Training NCO and conduct Administrative, Training, and Readiness operations. Works under direct supervision of the Company Readiness NCO.

1. Responsibility for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individuals assigned.
   a. Prepares training guidelines, individual training records, and readiness reports.
   b. Prepares for unit yearly training workshop to develop yearly training plan with unit leadership.
   c. Prepares for monthly unit training meetings.
   d. Prepares, submits and maintains training schedules and plans through the use of the Army Training Information System (ATIS) for approval by the Commander and higher headquarters.
   e. Maintains training guidance and documents as required by higher headquarters.
   f. Prepares automated requests for orders.
   g. Prepares correspondence for approval by Commander or higher level supervisor.
   h. Completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtained equipment and other materials required for testing of personnel and training scorer/evaluators or test officers.

2. Manages the military schools program for the unit.
   a. Coordinates with the higher headquarter to obtain quotas for personnel to attend school (Service, NCO, Special, etc.).
   b. Manages use of school quotas, training support man days and other training resources as allocated to the unit.
   c. Reviews requests for training; ensuring applicants are eligible to attend the requested school, and prerequisites are met. Enrolls qualified unit personnel in schools using ATRRS and requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications.
   d. Maintains tracking mechanisms to ensure Soldiers have completed pre-training requirements (ATRRS Schools) 60 days prior to training start date.

3. Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives.
   a. Initiates requests for equipment training support to higher, adjacent, and other military commands to support unit training objectives.
   b. Provides input for the yearly training plan.
   c. Assembles and maintains statistics on weapons qualification, crew qualifications/table certifications, Common Task Testing, Military Occupational Skill Qualification, Officer and Enlisted Education Schools and other critical data as required.

4. Responsible for the management and maintenance of pay and the timely submission of DA Form 1379.

   a. Reviews and corrects all Pay Inquiry Requests and Travel Vouchers.

b. Request Travel/Active Duty Orders necessary for personnel to complete assigned tasks, Training, other requirements and processes them for pay.

c. Maintains and tracks financial transactions using a finance transmittal letter.

d. Ensures submission of finance transactions in a timely manner.

e. Prepares attendance rosters for IDT and Annual Training

5. Completes administrative and personnel transactions for the unit.

a. Reviews and provides recommendations for the assignment and utilization of military personnel in accordance with authorized manning documents.

b. Accomplishes or reviews a variety of military personnel transactions including reenlistments, separations, promotions, duty assignments, transfers, medical evaluations, line of duty actions, security clearances, awards and decorations, retirements, etc., and forwards actions to a higher level military personnel office; Provides information and assistance to personnel in completing personnel actions; Provides technical assistance to unit personnel in the completion and maintenance of individual mobilization packets, FTNGD Applications, and the publication of required personnel orders.

c. Maintains accountability of personnel actions using Transmittal system, and or office transmittal system as appropriate.

6. Provides assistance to the Commander/1SG pertaining to military personnel administration.

a. Researches and resolves routine military personnel problems and questions.

b. Provides information to unit personnel about benefits and entitlements, career and bonus programs, educational, and other benefits.

c. Assembles supporting documentation required at higher levels when processing actions such as administrative discharges, etc.

7. Performs other duties as assigned.

Physical demands rating and qualifications for initial award of MOS:
A physical demands rating of HEAVY.
(1) A physical profile of 111221.
(2) Color discrimination of red/green.
(3) Correctable vision of 20/20 in one eye; 20/100 in other eye.
(4) Qualifying scores:
(a) A minimum score of 90 in aptitude area CO on ASVAB tests administered prior to 2 January 2002.
(b) A minimum score of 87 in aptitude area CO on ASVAB tests administered on or after 2 January 2002.