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

NGID-PED

23 October 2026

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **27-05**

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:	**Human Resources Sergeant**
UNIT:	**HHB 1-148TH FAR**
UIC:	**WYLET0**
DUTY LOCATION:	**Pocatello, Idaho**
AUTHORIZED GRADE:	**E-5 / SGT**
DUTY SSI OR MOS:	**42A or ability to obtain**
ELIGIBILITY:	**Open to current Service Members in the Idaho Army National Guard who hold the grade of E1 to E6.**
	Service Members holding the grade of E6 will agree to a voluntary reduction to the grade of E5 upon acceptance of position.
CLOSING DATE:	**23 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 (if IPPS-A STP is unavailable no memo is required).

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. 27-XX 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.

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RACQUELLE L. HANDY
SFC, IDARNG
AGR Staffing NCO

POSITION DESCRIPTION

This position is located at HHB 1-48th FAR in Pocatello, Idaho. The selectee(s) will perform administrative functions in support of the Idaho Army National Guard (IDARNG).

DUTIES AND RESPONSIBILITIES

42A Human Resources Specialist primary mission is to provide timely and effective administrative and personnel support to all Soldiers within the unit. Handling everything from pay and benefits inquiries to processing official records and orders. The role is critical to maintaining accurate personnel data, supporting unit readiness, and ensuring the smooth execution of daily HR operations.

- Soldier Support and Services:
    - Assist Soldiers with personnel, pay, and administrative inquiries, providing accurate information or directing them to the appropriate office.
    - Maintain and update military personnel records (MILPER) and training files to ensure accuracy.
    - Assist in processing personnel actions such as promotions, awards, and reassignments.
    - Help manage personnel accounting, strength reporting, and security clearance processing.
    - Support the processing of Soldiers transitioning in or out of the unit.
    - Assists Soldiers and civilian personnel with DEERS operations.
- Unit Readiness and Operations:
    - Help coordinate unit health services, including annual medical certifications, vaccinations, and physicals, to ensure medical readiness.
    - Assist in preparing the unit for command-level inspections by organizing administrative and personnel files.
    - Perform other administrative duties as assigned to support the unit's mission.

Required Skills:

- Basic understanding of military human resources concepts and procedures.
- Strong organizational skills with attention to detail for handling paperwork and records.
- Ability to communicate clearly and professionally, both verbally and in writing.
- Knowledge of how to assist with personnel and medical readiness requirements.

Physical demands rating and qualifications for initial award of 42A MOS

Human resources specialists must possess the following qualifications:

(1) A physical demands rating of Moderate (Gold).
(2) A physical profile of 323222.
(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

(e) 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) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.