

**Amended**  
**Army AGR Vacancy Announcement**  
**Human Resource Office**  
**4794 General Manning, Bldg 442**  
**Boise, Idaho 83705-8112**

NGID-HRO-AGR  
2012

9 September

SUBJECT: ANNOUNCEMENT NUMBER: **12-011**

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:** S1 Officer  
**UNIT:** HHC 1ST BN 183 AV (ATK-REC)  
**UIC:** WYQRT0  
**DUTY LOCATION:** Boise, Idaho  
**AUTHORIZED GRADE:** O2 - O3 Only  
**DUTY SSI OR MOS:** 42B or ability to obtain  
**ELIGIBILITY:** Open to current Idaho Army National Guard CPTs and 1LTs. Applicant must have the ability to obtain 42B.  
**GENDER LIMITATION:** None  
**CLOSING DATE:** 24 September 2012

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. The Idaho Army National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. Applicants must possess a valid State Motor Vehicles Operator permit.

5. **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, (ie PQR, RPAM, MEDPROS).

a. Applications will not be accepted in binders or document protectors.

b. AGR Application Checklist on top of the application (refer to page 7). Documents must be organized in this manner.

c. NGB Form 34-1. <http://inghro.state.id.us/new/jobs/ngb34-1.pdf>

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d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 2 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Certified Height/Weight or DA 5500/DA 5501 not older than 30 days from the close date of this announcement.

g. DA 2-1 and/or ORB.

h. Previous 5 DA 67-9 (Officer Evaluation Report).

i. DA Photograph in Class A uniform, taken within 12 months (snapshot acceptable).

j. Retirement Point Accounting Management (RPAM).

k. Current Personnel Qualification Record (PQR).

l. Copy of current Idaho Drivers License and military driver's license (if applicable).

m. Documentation supporting applicant's qualifications (i.e. resume).

n. All applicants must have or be able to obtain a secret security clearance (this is a condition of employment).

o. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

6. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-HRO-AGR, ATTN: SSG Jacqueline White, 4794 General Manning Ave, Bldg 442, Boise, ID 83705-8112, no later than 1630 hours on the closing date specified in this announcement.** Mailing of application packets using military postage is prohibited.

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7. 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.

8. 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.

9. POC for further information is MSG John Vanhorn at DSN 422-4215/COM 208-272-4215 or [john.vanhorn@us.army.mil](mailto:john.vanhorn@us.army.mil)

//signed//  
JOHN L. VANHORN  
MSG, IDARNG  
Army AGR Manager

# S1 OFFICER POSITION DUTY DESCRIPTION

## a. INTRODUCTION:

This position is located in a Battalion size headquarters of the ARNG. The purpose of the position is to function as the S1 Officer of the organization, representing the commander in oversight and conduct of all personnel functions of the organization and is responsible to ensure the Commander's policies are implemented. Develops and plans procedures for personnel management, administration, and public relations in the command. Provides staff planning and assistance to ensure that required personnel administration, strength, public relations, and readiness objectives are achieved and requirements are accomplished. Activities at this level are concerned with the mobilization readiness of military personnel in a wide variety of occupations including clerical, trades and labor, administrative, technical, and/or professional skills.

## b. DUTIES AND RESPONSIBILITIES:

(1) Plans and assigns work to be accomplished through subordinates engaged in administrative occupations. Makes assignments based on priorities, degree of difficulty, and requirements of the assignment. Reviews requests and requirements for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligible applicants. Reviews and/or recommends appointment, promotion or reassignment of personnel. Establishes and/or approves performance standards. Monitors and evaluates personnel performance, while recommending recognition for outstanding performance. Initiates or recommends corrective actions for sub-standard performance. Assists personnel in reaching performance goals and informs subordinates of agency policies and programs. Hears complaints and grievances from personnel and works to resolve problems informally and/or makes recommendations for resolution to appropriate officials. Identifies developmental and training needs of personnel and provides or procures training. Approves and/or disapproves leave requests. Knowledgeable of programs such as Equal Employment Opportunity, Federal Women's Program, Labor Management Relations, and other similar special emphasis programs and promotes adherence to these programs. Maintains an effective position management program and assures position descriptions are accurate and positions are operating as intended.

(2) Conducts reviews of command policies, activities and programs related to administrative actions to ensure subordinate units are effectively and efficiently progressing toward the desired readiness status. Assists in creating and/or changing command policies and procedures, while developing instructions for implementation by staff sections, technicians and subordinate elements. Keeps abreast with new policy statements, regulations and directives issued by higher headquarters. Supervises and coordinates the activities of the full time S1 section and coordinates with units to ensure all actions are completed in a timely manner. Reviews and finalizes studies relating to reorganization, personnel practices etc. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements.

(3) Develops, implements and evaluates the administrative policy for the battalion. Is the primary advisor for the command in the areas of legal, medical, and personnel actions. Provides

technical assistance and guidance to unit level administrative personnel. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the battalion/squadron level organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the development and execution of the command level guidance for implementation of the Enlisted Promotion System (EPS). Ensures the timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Ensures the planning and coordination of health service support (i.e. Annual medical certification, vaccinations, physicals, profiles, medical review boards, etc) for the command. Assists in the preparation for and executes command level inspections in the area of personnel and administration.

(4) Coordinates and assists in developing plans for recruiting and retention within the command. Analyzes the personnel portion of the organizational readiness report to determine critical needs and priorities for the strength management program. Provides guidance to staff officers, commanders and full time personnel in policy and procedure changes concerning areas of strength management. Manages and reports information in regards to personnel accessions, retention, participation, and attrition through Unit Status Reporting (USR) and Quarterly Training Briefs (QTB). Develops and institutes the officer and warrant officer accession plan to include state and federal officer and warrant officer commissioning programs, direct commission, interstate transfers, and other component transfers. Acts as a liaison with the Reserve Officer Training Corps. Provides oversight of the completion of initial entry training. Serves as the liaison between state and unit level recruiting efforts/teams.

(5) Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative and personnel activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements.

(6) Makes day-to-day decisions for the commander in the areas of personnel assignments. Coordinates and ensures the completion of line of duty (LOD) investigations, reports of survey, change of command inventories etc.

(7) May be required to represent the National Guard and the commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Submits to local news media, articles, stories, announcements or advertisements designed to make the public aware of the unit and their role in the community and in national defense.

(8) Reviews reports and plans pertaining to the overall organization's administrative mobilization readiness. May supervise the execution of the mobilization of individuals or sub elements of the command for the purpose of state or federal missions. Reviews the organization's unit readiness status report.

(9) Performs other duties as assigned.

## ***AGR Application Checklist***

|                          |                     |            |
|--------------------------|---------------------|------------|
| <b>Name:</b>             | SSN:                | S1 Officer |
| <b>Position #</b> 12-011 | Location: Boise, ID |            |

**Phone number to be reached at for interview:**

**Email address (if deployed):**

| <b><i>Required Documents</i></b>  | <b>Yes</b> | <b>No</b> | <b>Date</b> |
|---|------------|-----------|-------------|
| <b>1. This Checklist</b>  |            |           |             |
| <b>2. NGB Form 34-1</b> <i>(Must be signed by applicant)</i>  |            |           |             |
| <b>3. MEDPROS - Individual Medical Readiness Record</b>   |            |           |             |
| <b>A. Chapter 3 Physical</b> <i>(not more than 5 years old) or PHA within one year</i>  |            |           |             |
| <b>B. HIV Test</b> <i>(not be more than 5 years old).</i>   |            |           |             |
| <b>4. DA Form 705</b> <i>(Army Physical Fitness Score Card)</i>   |            |           |             |
| <b>A.</b> <i>Must show minimum of last 2 record tests, most current test not older than 12 Months. A Statement explaining the absence of record tests will be Accepted.</i> |            |           |             |
| <b>B.</b> <i>Last 3 DA 3349s if applicable (Medical profile)</i>  |            |           |             |
| <b>5. Certified Statement of Height and Weight or DA 5500 / DA 5501</b>   |            |           |             |
| <i>Must not be older than 30 days.</i>  |            |           |             |
| <b>6. DA 2-1 Personnel Qualification Record and/or DA 4037</b> <i>(Officer Record Brief)</i>  |            |           |             |
| <b>7. Previous 5 DA 67-9,</b> <i>Officer Evaluation Report</i>  |            |           |             |
| <b>8. DA Photograph in Class A uniform</b> <i>(Snapshot ok, Not older than 12 months)</i>   |            |           |             |
| <b>9. RPAM</b> <i>(Retirement Point Accounting Management) if current member of ARNG</i>  |            |           |             |
| <b>10. Personnel Qualification Report (PQR Part B) (GPVS 1790)</b>  |            |           |             |
| <b>11. Copy of State Motor Vehicles Operator Permit and Military Drivers license</b>  |            |           |             |
| <b>12. Documentation supporting applicant's qualifications</b> <i>(Resume) optional</i>   |            |           |             |
| <b>13. Security Clearance</b> <i>(if required)</i>  |            |           |             |