AMENDED

ARMY ADSW VACANCY ANNOUNCEMENT
HUMAN RESOURCE OFFICE
4794 FARMAN ST., BLDG 442
BOISE, IDAHO 83705-8112

JFHQ-ID/J1HR 07 May 2010

SUBJECT: ADSW ANNOUNCEMENT NUMBER: **10-002**

1. Active Duty Special Work (ADSW) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

TOUR DATES:	**06 July 2010 – see page 3**
POSITION TITLE:	**Military Funeral Honors ADSW Area Coordinator**
MOS:	**MOS Immaterial**
DUTY LOCATION:	**Idaho Falls/Blackfoot/Pocatello, ID (one position)**
AREA OF CONSIDERATION:	**Current non-deploying IDARNG Members**
GRADE POTENTIAL:	**up to E6**
GENDER LIMITATION:	**None**
ELIGIBILITY REQUIREMENTS:	**Must reside within normal commuting distance IAW JFTR. No PCS authorized.**
CLOSING DATE:	**15 June 2010**

2. **EQUAL OPPORTUNITY:** The Idaho 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 National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. **EMPLOYMENT:** Employment is temporary and is based on the availability of funds.

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 of this announcement, (ie PQRB, RPAM, MEDPROS).

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

b. ADSW Application Checklist on top of the application (refer to page 4). Documents must be organized in this manner.

c. Complete ARNG 1058-R (Jul 93).

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d. MEDPROS Individual Medical Readiness Record displaying evidence of: current Chapter 3 physical examination with-in last 5 years or PHA within one year and HIV testing with-in last 2 years. Medical Documentation other than MEDPROS Individual Medical Readiness Record will not be accepted. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 3 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. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

g. Negative Pregnancy test results, if applicable.

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

i. Current Personnel Qualification Report Part B (PQRB).

j. Retirement Point Accounting Management (RPAM).

k. Counseling Form DA 4856 located on: http://inghro.state.id.us/Manpower_Branch/AGR_Section/AGR_Army/FTNGD_Checklist08.pdf

l. Resume and letters of recommendation.

6. If selected, the hiring program manager will complete the SF 52. **Disregard for application**.

7. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **JFHQ-ID/J1 Honor Guard, ATTN: SPC Rachel Gilbert, 4150 Cessna St., Bldg 218, Boise, ID 83705-8112, not later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

8. POC for further information is SPC Rachel Gilbert at DSN 272-6061/COM 208-272-6061 or rachel.d.gilbert@us.army.mil .

//signed//
ARLIN J DE GROOT
MSG, IDARNG
AGR MANAGER

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Military Funeral Honors ADSW Area Coordinator

Length of ADSW Tour:

--Three months with a possible one year extension (pending budget and individual performance).

Requirements:

--Recommend a cumulative APFT score of 225, with a minimum score of 75 per event.

--Must meet Height/Weight requirements and have a trim professional military appearance in uniform.

--Appearance in uniform is an important part of this position. As such, soldiers will be required to interview in their Class A uniform.

Duties:

The purpose of the position is to manage, coordinate, and conduct Military Funeral Honors for the southeast region of Idaho.

--Coordinates military funeral honors for fallen soldiers and veterans. Processes funeral honors requests. Assigns teams, coordinates with funeral homes and Veteran Honor Guard teams, plans, and conducts military funeral honors. Accurately submits funeral honors reports to the Administrative Technician for reporting and pay purposes.

--Recruits, manages, and maintains regional honor guard team. Evaluates team members on performance criteria in accordance with NGB SOP and State SOP. Maintains regional team rosters.

--Plans and conducts training for the regional honor guard team in accordance with guidelines from the National Honor Guard Academy at the Professional Education Center in Arkansas. Reports monthly training to State Coordinator and Administrative Technician. **(Required to attend 2 week Honor Guard Trainer Course at PEC if not already PEC certified.)**

--Meets with local Veteran Service Organizations. Certifies Veteran Service Organization Honor Guard in accordance with AP3, NGB, and State guidelines. Accurately submits monthly VSO participation reports to Administrative Technician for reporting and pay purposes.

--Recommends team members for military awards in accordance with State Honor Guard SOP.

--Prepares and conducts briefings for funeral homes, the State Coordinator, and local unit leadership. Meets with local funeral homes quarterly.

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Receives and accounts for all regional Honor Guard Government Property. Prepares supply reports for the Administrative Technician. Conducts maintenance on honor guard equipment.

--Manage full time staff.

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Full-time National Guard Duty (FTNGD) CHECKLIST

NAME:					**SSN:**	
UNIT Name:					**UIC:**	
UNIT POC:			**POC PHONE**		**POC EMAIL:**	
INCLUSIVE DATES OF ORDERS	**START DATE**		**END DATE**		**Number of Days**	1

REQUIREMENT	YES	NO	DATE
1. FTNGD CHECKLIST - ***(This checklist)***			
2. SF 52 Completed In Accordance with Tab P FTNG - ADSW			
3. DA Form 1058-R *(Jul 93)*, **APPLICATION FOR ADSW TOUR** *SM Fills out; Blocks 02 – 24, Sign and Date BLK 22 & 24, BN S1 completes BLK 25-36d* *Unit Commander must sign & date BLK 35e.*			
A. AFCOS Orders Query attached to DA Form 1058-R ILO completing BLK 35 manually *No more than 1,095 cumulative days AS over the previous 4 yr period including requested period*			
4. MEDPROS IMR Record ***(Obtain from AKO Account/ My Medical/ My Medical Readiness/ View Detailed Information/ IMR Record)*** ***(Ensure MED DET updates your MEDPROS)*** *All info MUST be updated, if not UNIT needs to get info to Med Det to update.* *DA form 3349 required for soldiers w/ permanent profiles*			
A. Chapter 2 or 3 physical on MEDPROS print out *Physical not more than 5 years old as of start date*			
B. Deployment Limitations ***(Must be all green)***			
C. HIV results on MEDPROS print out ***(with in 2 yrs of start date)***			
5. PREGNANCY TEST ***(HCG SCREEN WITH-IN 15-DAYS of START DATE) (IF APPLICABLE)***			
6. DA FORM 5500 *(IF APPLICABLE)* **OR Certified Height/Weight if With-in Screening Table Weight AR 600-9 Table 1, (Must be within 45 days of Start Date)**			
7. PQR-B *(CURRENT)* *All information must be updated OR supporting Docs attached to packet*			
A. DA 705 - APFT Scorecard *(PT Test must not be more than 12 Mos Old)*			
B. MRD/ETS – ***(Must not be within 6 mos of start date)***			
8. RPAM *(RETIREMENT POINT ACCOUNTING STATEMENT)* *Not more than 30 days old.*			
A. **1405 - Time Worksheet** *Cannot serve over 17 years of AS as a result of this duty.* ***Will require an NGB waiver if over 17 years.***			
9. Counseling Form 4856 *Part 1 Filled out by soldier. Part 2 must be signed and dated by soldier and supervisor.*			
10. UNIT COMMANDER'S RECOMMENDATION (Not older than 30 days) *Unit Commanders Recommendation formatted in accordance with IDARNG 600-8-105, Pg.14, Fig 2-3*			