

ARMY ADOS VACANCY ANNOUNCEMENT
Human Resource Office
4794 Farman St, Bldg 442
Boise, Idaho 83705-8037

NGID-HRO-AGR

21 September 2011

SUBJECT: ADOS ANNOUNCEMENT NUMBER: **12-001**

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

TOUR DATES:	01 Nov 2011 – 29 Sep 2012
POSITION TITLE:	Military Funeral Honors NCOIC
MOS:	MOS Immaterial
DUTY LOCATION:	Boise (one position)
AREA OF CONSIDERATION:	Current IDARNG Members
GRADE POTENTIAL:	E6 to E7
GENDER LIMITATION:	None
ELIGIBILITY REQUIREMENTS:	Must reside within normal commuting distance IAW JFTR. No PCS authorized.
CLOSING DATE:	14 Oct 2011

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. ADOS Application Packets can be found at: <http://inghro.state.id.us/hr/forms/agr/ados-packet-sep2011.pdf>

c. ADOS Application Checklist on top of the application. Documents must be organized according to the checklist.

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

e. 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.

f. 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.)

g. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report).

h. Negative Pregnancy test results, if applicable.

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

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

k. Retirement Point Accounting Management (RPAM).

l. Counseling Form DA 4856 located on:

m. Resume and letters of recommendation.

6. If selected, the hiring program manager will complete the SF 52.

7. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-PER-MFH, Honor Guard, ATTN: SGT Rachel Gilbert, 4150 W Cessna St, Bldg 218, Boise, ID 83705-8024, not later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

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

////original signed////
ARLIN J DE GROOT
MSG, IDARNG
AGR Manager

Military Funeral Honors State NCOIC

Length of ADOS Tour:

--Yearly, depending on funding.

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, ASU, or Dress Blue uniform.

Duties:

1. **Honor Guard NCOIC.** The Honor Guard NCOIC must be able to manage the Honor Guard Program (HGP) in the absence of the Honor Guard Program Manager (HGPM). The NCOIC supervises all HGP ADOS personnel as well as the HG Technician. The NCOIC will assist the HGPM or other program leadership to enforce all Honor Guard related regulations, policies, and procedures within this SOP, the NGB Administrative SOP, and the PEC SOP. The NCOIC must be able to effectively communicate with the Military Authority, the HGPM, the State Enlisted Advisor, the military funeral honors technician, and all HG personnel.

a. Serve as a point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance.

b. Conducts regional training visits and inspections of training being conducted at area coordinator armories and certified VSOs.

c. Coordinates with the Regional CAC, Funeral Home, Honor Guard, supporting military units, and each Casualty Assistance Officer/Casualty Notification Officer (CAO/CNO) to ensure all requests for MFH are supported.

d. Supervises HGP ADOS staff and military funeral honors technician.

e. Ensures proper decorum for MFH including: trained personnel, implementation of standardized MFH procedures, dignified and respectful honor guard details, professional dress and appearance, synchronization of movement, and regular quality control of funeral details.

f. Works with the HG technician, State Trainer, and Area Coordinators to maintain a list of available M-Day volunteers, technicians, retirees, VSOs and other AP3 resources by region for the most efficient and effective use of personnel to fulfill missions.

g. Ensures all Honor Guard members are in compliance with AR 670-1 (Uniforms and Insignia), FM 21-20 (Physical Fitness Standards), this SOP, and all other applicable regulations and policies governing the HGP.

- h. Enforces the utilization of the chain of command with all assigned Honor Guard personnel. Responsible for military actions involving all Honor Guard ADOS and M-Day personnel including disciplinary procedures and the approval of leaves, passes, and/or any other time off. Those actions will be coordinated with the HGPM and/or Area Coordinator.

- i. Manages all Color Guard missions passed down from the PAO and disseminates them to the appropriate Area Coordinator. Manages and advises the military authority on all budgeting and fiscal control functions. Maintains a working knowledge of the Defense Travel System (DTS) to request travel orders and submit travel vouchers. Authorizes HGP travel requests and reviews travel vouchers through DTS.

- j. Manages and advises the military authority on all budgeting and fiscal control functions.