

Corrected
ARMY ADOS VACANCY ANNOUNCEMENT
Human Resources Office
4794 Gen Manning Avenue
Boise, Idaho 83705-8112

NGID-HRO-AGR

10 April 2012

SUBJECT: ADOS ANNOUNCEMENT NUMBER: **12-015**

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:	19 June 2012 – 29 September 2012
POSITION TITLE:	Yellow Ribbon Program NCOIC
MOS:	MOS Immaterial
DUTY LOCATION:	Boise, ID (one position)
AREA OF CONSIDERATION:	Current IDARNG Members
GRADE POTENTIAL:	E5 to E7
GENDER LIMITATION:	None
ELIGIBILITY REQUIREMENTS:	Must reside within normal commuting distance IAW JFTR.
CLOSING DATE:	8 June 2012

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-oct2011.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.

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: **Yellow Ribbon Program, ATTN: 1LT Gary Neal, 4250 W Cessna St, Bldg 270, Boise, ID 83705, 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 1LT Gary Neal at DSN 422-2228/COM 208-272-2228 or gary.neal2@us.army.mil.

////original signed////
JOHN VANHORN
MSG, IDARNG
AGR Manager

YRRP NON-COMMISSIONED OFFICER IN CHARGE (NCOIC)

The role and responsibility of the YRRP NCOIC is to provide direct oversight of all NCO and plan and execute YRRP events. Duties will include, but are not limited to the following:

- YRRP Budget
 - Maintain records to compile costs and historical data for future budget requests and current budget review.
 - Provide periodic program execution reports, as required.
 - Assist in the planning of funding requirements each fiscal year.
 - Analyze prior year execution rate for future requirements
 - Joint Services Support website management (event upload/AAR/budget actuals)
- Defense Travel System(DTS) reviewer
- Prepare and disseminate YRRP policies, memorandum of instruction, and other informational documents as directed.
- Conduct staff meeting in the absence of the YRRP Director.
- Supervise military personnel of YRRP and provide annual evaluations, as required.
- Respond to YRRP policy inquiries and program issues.
- Ensure Letter of Agreement (LOA) for all YRRP events are reviewed prior to signature approval.
- Continually identify community resources and entitlements for Service Members and their Families
- Coordinate and conduct YRRP training to Commanders, FRG leaders, State Family Program staff, and community volunteers
- Evaluate and provide oversight at YRRP events
- Analyze and evaluate program effectiveness
- Facilitate ongoing communication with Command, YRRP staff, family members, mobilization elements, government and non-government agencies.
- Ensure historical and statistical data is maintained
- Coordinate weekly YRRP staff meetings ensuring program mission is executed
- Facilitate ongoing communication with mobilization elements and Commanders
- Maintain resource data base by YRRP regions
- Function as the Human Resource Manager for all YRRP NCO personnel. Maintain administrative paperwork (i.e. personnel tracking, information dissemination, counseling)
- Schedule monthly NCOPD sessions ensuring training is prepared and program of instruction is communicated in a professional manner to all YRRP military personnel.

Coordinate with outlying states/territories and other military components regarding inter-state YRRP events