

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

NGID-HRO-AGR

8 January 2013

SUBJECT: ADOS ANNOUNCEMENT NUMBER: 13-05

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:	1 March – 27 September 2013
POSITION TITLE:	PTAE Training Assistor
AOC/MOS:	Immaterial
DUTY LOCATION:	Gowen Field, Idaho
AREA OF CONSIDERATION:	Current IDARNG Members
GRADE POTENTIAL:	E-5 to E-6
NUMBER OF POSITIONS:	5
GENDER LIMITATION:	None
ELIGIBILITY REQUIREMENTS:	Must reside within normal commuting distance IAW JFTR. Individuals selected for this position will be required to support 1-183rd ARB and Agribusiness Development Team (ADT) training – including drill weekends and Annual Training. Ensure that the leadership of your parent unit understands and agrees to this requirement prior to submitting a packet.
CLOSING DATE:	15 February 2013

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 start date of tour (ie PQR, RPAM).

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

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b. ADOS Application Packets can be found at:
<http://inghro.state.id.us/hr/forms/agr/ados-packet-oct2011.pdf>

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

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 (Must be signed by MED DET). 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. Previous 5 DA 2166-8 NCOER's.

h. Negative Pregnancy test results, if applicable.

i. Certified Height/Weight or DA 5500/5501 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: **NGID-HRO-AGR, ATTN: SSG Jacqueline White, 4794 Gen Manning Ave, Bldg 442, 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.

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8. POC for further information is CPT Eric Sharp at 208-272-3293.

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JOHN L. VANHORN
MSG, IDARNG
AGR Manager

PTAE Training Assistor

Length of ADOS Tour:

--7 Month tour

Duties:

- Serves as the PTAE OIC's representative at the company level.
- Assists units with training and validation of all pre-mobilization tasks, drills, and briefings as directed by the PTAE OIC.
- Ensures assigned trainers understand the Task/Condition/Standard for all pre-mob training, and assists trainers with preparation and execution of their assigned training.
- Maintains accountability of all physical training documentation – i.e. sign-in rosters, certificates of completion, DA1059's, etc. - and ensures their input into DTMS.
- Utilizes DTMS in all aspects of planning, training documentation, and reporting – coordinates with unit DTMS users to ensure all training is properly documented.
- Assist in the development of training schedules and plans.
- Conduct pre-deployment training for mobilizing soldiers as directed.
- Provide training status updates to unit and PTAE leadership.
- Plan, coordinate and maintain situational awareness of all pre-mobilization training requirements and provide impartial evaluation for the PTAE.

Requirements:

- Ability to work effectively with supported unit staff and leadership.
- Prior graduation from the First Army OC/T Academy (or attendance after selection for this position).
- Ability to travel for attendance at training events and meetings as required.
- Must have the ability to make formal and informal presentations or briefings.
- Must have planning and organizational skills.
- Must have effective interpersonal skills, i.e., listening, teamwork, negotiation, etc.

Supervision and Accountability:

The selected individual will be a member of the Idaho National Guard and work under the supervision of the PTAE OIC.