Idaho Army National Guard
Human Resource Office
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112

NGID-HRO-AGR 28 February 2014

SUBJECT: ADOS ANNOUNCEMENT NUMBER # **14-02**

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

TOUR DATES:	**1 April 2014 – TBD**
POSITION TITLE:	**HRF X Regional Planner (1 Position)**
MOS:	**MOS Immaterial**
DUTY LOCATION:	**Boise, ID (one position)**
AREA OF CONSIDERATION:	**Current Commissioned Officers in the Idaho Army National Guard**
GRADE POTENTIAL:	**O1 to O3**
GENDER LIMITATION:	**None**
ELIGIBILITY REQUIREMENTS:	**Must reside within normal commuting distance IAW JFTR. No PCS authorized.**
CLOSING DATE:	**13 March 2014**

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

4. **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. **Washington Homeland Response Force Vacancy Application Checklist** (included in this announcement).

b. **Cover Letter:** Outline your interest in the position and specify how your experience meets position minimum and/or desired qualifications

c. **Current Civilian Resume:** Any format is acceptable

d. **Current Military Biographical Summary:** Template

e. **ORB/ERB:** Brief date must be within 6 months of position closing date

f. **Last three OERs/NCOERs:** If you are missing an OER/NCOER, include the last three OERs/NCOERs that are complete. If you are a 2LT/1LT or WO1/CW2 and do not have three OERs, include all OERs that you have. Any missing OERs/NCOERs must be addressed in either the cover letter or in a separate memorandum included in the additional supporting documents section of this packet.

g. **DA Form 705 (APFT Card):** Must show a "For Record" APFT with "Pass" or "Go" dated within 6 months of position closing date (use DA Form 705 dated May 2010). If applicable, submit a Body Fat Content Worksheet (DA Form 5500-5 for males; DA Form 5501-R for females) which shows "individual is in compliance with Army standards" and is signed by your Commander, First Sergeant or unit Readiness NCO.

h. **NGB Form 23-B (Retirement Points History Statement):** Dated within 6 months of position closing date

i. **Additional Supporting Documents:** letters of recommendation, certificates, diplomas, transcripts, awards, etc. which you feel strengthen your application

j. **ADOS Application Checklist dated September 2013**.

k. **Complete ARNG 1058-R** (Jul 10).

l. **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.

m. Completion and turn in of DD Form 2807-1 is not required unless selected.

n. **Negative pregnancy test results, if applicable**.

o. **Current Personnel Qualification Report Part B (PQRB)**.

p. **Counseling Form DA 4856**.

q. **Commander's Letter of Recommendation**.

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

6. Incomplete applicant packets will be returned to the Soldier without action. Mailing of application packets using military postage is prohibited. Mailed applications are not recommended but will be received and must be postmarked **no later than 1630 hours on the closing date** specified in this announcement and sent to the following address:

Idaho Army National Guard
Human Resources Office
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112

7. Applications can be emailed to jacqueline.d.white16.mil@mail.mil.

8. The point of contact for this position will be LTC Frederick Long at 208-272-4660.

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Digitally signed by VANHORN.JOHN.LESLIE.1152074774
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, cn=VANHORN.JOHN.LESLIE.1152074774
Date: 2014.02.28 15:20:03 -07'00'

JOHN L. VANHORN
MSG, IDARNG
AGR Manager

HRF X Regional Planner

Tour Length:
This position will be reviewed annually by the Washington Homeland Response Force. The possibility of continued employment in this position is based on funding availability and the need for such position.

Brief Description of Duties:
Work as the state CBRNE enterprise planner (Idaho) responsible for the development of state-specific HRF/CERFP response plans and appropriate annexes. Additional duties include, but are not limited to: Act as the HRF lead planner for CBRNE exercises within your state when Region X CBRNE Enterprise units are participating, and assist the HRF Engagement Planning and Assistance Team (HEPAT) in conducting HRF outreach to state-specific Emergency Management Divisions, Emergency Operations Centers, and local agencies and jurisdictions. Act as the HRF voice to state specific military commands. Act as liaison officer for all HRF specific and related issues.

Minimum Qualifications:

- Rank O1 to O3, branch/MOS immaterial; experience working in a state JFHQ plans role; knowledge of Joint Reception, Staging, Onward-movement and Integration (JRSOI) procedures and processes; demonstrated experience with the Joint Operation Planning Process (JOPP) and Joint Publication (JP) 5-0; an demonstrated understanding of the National Response Framework, the Incident Command System (ICS), and Defense Support to Civil Authorities (DSCA) operations.

Desired Qualifications:

- A background within civilian law enforcement, firefighting, or Emergency Management; military and/or civilian exercise planning and design experience.

Conditions of Employment: Applicants must meet all requirements for Full Time National Guard Duty – Operational Support (FTNGD-OS) employment as directed by the WAARNG G1 and J3 and respective state. Employment is contingent on submission of a complete and accurate FTNGD-OS packet to HRO J1 and on meeting the requirements for FTNGD-OS duty with the IDARNG.

Additional Information:

- Position will report to JFHQ, J 3/5/7 Directorate and support HRF Regional Planning efforts. Work plans will be directed by WA HRF C2 as well as duties assigned by local command.
- Will be required to complete ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, and ICS-800 if selected within four months of hire
- Upon selection for position, completion of Authority to Publish Orders memorandum will be completed for orders generation within your state.

Position Fill: All applications received on or before the closing date will be reviewed for completeness and eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. Application packets with missing documents or information will not be considered and will be deemed unqualified for consideration. It is the applicant's responsibility to ensure the application packet and all supporting documents are accurate and complete.

APPLICATION PACKET INSTRUCTIONS

How to Apply:

All applicants must submit a complete application packet to the Human Resources Office on or before the closing date of this announcement to be considered for the position.

Please note that there are two checklists required for this packet:

1. Washington Homeland Response Force Vacancy Application Checklist
2. ADOS Application Checklist dated September 2013

The documents listed on the checklists may be located in iPERMS, AKO, or through your Readiness NCO/Battalion S1. It is highly recommended that all applicants use these sources to prepare their application packet. Utilize the attached checklists to assist in packet preparation.

- Arrange your packet in the order listed on the checklists before submission with the required documentation for the Washington Homeland Response Force first and the required documentation for the ADOS application last.

- Include the Washington Homeland Response Force checklist as a cover sheet to your packet; ensure your name and contact information is complete, current, and legible before submission.

- The ADOS Application Checklist, DA 1058-R, and DA 4856 can be found at: http://inghro.state.id.us/hr/forms/forms.htm

WASHINGTON HOMELAND RESPONSE FORCE
VACANCY APPLICATION CHECKLIST

Job Announcement #: _____

Name (Last, First):_____ Rank: _____

Daytime Phone: _____ Email: _____

Current Status (Circle One): M-DAY / FTNGD-OS / AGR / TECH / AC / USAR

Nature of Duty (If Fulltime Military): _____

Current (M-Day) Unit of Assignment: _____

Required Documents for HRF Vacancy Application:

1. ___ **This Checklist:** Ensure name and contact information are complete and legible

2. ___ **Cover Letter:** Outline your interest in the position and specify how your experience meets position minimum and/or desired qualifications

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