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

NGID-HRO-AGR 3 November 2015

SUBJECT: FTNGD ANNOUNCEMENT NUMBER # **16-03**

1. Full Time National Guard Duty (FTNGD) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

TOUR DATES:	**7 December 2015 – 29 September 2016**
POSITION TITLE:	**Military Funeral Honors Area Coordinator**
MOS:	**MOS Immaterial**
DUTY LOCATION:	**Idaho Falls, ID (one position)**
AREA OF CONSIDERATION:	**Current IDARNG Honor Guard Members or ability to obtain**
GRADE POTENTIAL:	**Up to E6**
GENDER LIMITATION:	**None**
ELIGIBILITY REQUIREMENTS:	**Must reside within normal commuting distance IAW JFTR. No PCS authorized.**
CLOSING DATE:	**24 November 2015**

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. FTNGD Application Checklist dated September 2013 on top of the application. Documents must be organized in this manner.

b. Complete ARNG 1058-R (Jul 10).

c. 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.

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

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 6 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/DA 5501R 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.

l. **Resume and letters 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. Application packets must arrive at the following address **no later than 1630 hours on the closing date** specified in this announcement:

JFHQ-ID/J1 Honor Guard
ATTN: SGT Rachel Gilbert
4150 Cessna St, Bldg 218
Boise, ID 83705-8112

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

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Digitally signed by WHITE.JACQUELINE.DENISE.1252761019
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, cn=WHITE.JACQUELINE.DENISE.1252761019
Date: 2015.11.03 13:14:32 -07'00'

JACQUELINE D. WHITE
SSG, IDARNG
AGR Manager Assistant

Military Funeral Honors Area Coordinator

Length of FTNGD Tour:

--10 month tour, pending budget and individual performance with ability to extend.

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 ASUs.

Duties:

--The purpose of the position is to manage, coordinate, and conduct Military Funeral Honors for the east 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 national standards. Reports monthly training to State Coordinator and Administrative Technician. **(Required to attend 2 week Honor Guard Trainer Course if not already trainer 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.

--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.