

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

NGID-HRO-AGR

27 September 2021

SUBJECT: FTNGD ANNOUNCEMENT NUMBER #21-004

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.

**POSITION TITLE:** Military Funeral Honors Area Team Leader  
**ADOS TOUR DATE:** 15 October 2021 – 30 September 2022  
**MOS/AFSC:** MOS Immaterial  
**DUTY LOCATION:** Boise, Idaho  
**AUTHORIZED GRADE:** SGT / E5  
**ELIGIBILITY:** Open to current Service members in the Idaho Army National Guard who hold the grade of E5 or below. Currently living within commuting distance of Boise, Idaho

**CLOSING DATE:** 08 October 2021

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 based on the availability of funds and/or mission requirements.

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 this announcement, i.e. DTMS, IMR, RPAM.

a. FTNGD Application Checklist dated April 2021. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho National Guard Human Resource website at:

<https://inghro.idaho.gov/hr/forms/forms.htm#formsArmyAgrJobs>

b. DA Form 4187 ( Required upon selection)

c. Complete DA Form 1058-R (Sep 17)(must be signed and dated by applicant and unit commander).

d. MEDPROS Individual Medical Readiness Record displaying evidence of: current Chapter 3 physical examination within last 5 years or PHA within one year and HIV testing within last 2 years. MEDPROS IMR Record can be obtained by accessing your AKO / Health Resources Dropdown / My MEDPROS (view my record) / Forms / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

NGID-HRO-AGR  
SUBJECT: FTNG ANNOUNCEMENT 21-004

e. Digital Training Management System (DTMS) APFT and Height/Weight Report. Must be signed and dated by unit Training or Readiness NCO. A letter of explanation is required for any absence of record APFT or Ht/Wt entries. **(Last record APFT will be accepted. HT/WT must be within the last six months.)**

f. Retirement Point Accounting Management (RPAM, NGB Form 23B).

g. Counseling Form DA 4856. (Signed and dated by applicant)

h. PM-66 FTNG Code of Conduct. must be initialed, signed, and dated by applicant

i. Completion and submittal of DD Form 2807-1 (do not submit unless selected for position)

j. Resume and letters of recommendation. (Optional)

k. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment). A security clearance memorandum is only required when the security clearance has surpassed without renewal, or if there are any other security clearance issues that require explanation.

5. If selected, the hiring program manager will complete the DA 4187.

6. All applicants will attend a mandatory 4 hour block of Honor Guard training if not previously completed.

7. Incomplete applicant packets will be returned to the Soldier without action. Packets may be emailed or sent via mail carrier. Packets may be emailed to [bou.d.harrold.mil@army.mil](mailto:bou.d.harrold.mil@army.mil). 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/G1 Honor Guard  
ATTN: SGT Rachel Schmitz  
4150 Cessna St, Bldg 218  
Boise, ID 83705-8112**

8. The point of contact for further information is SFC Bou Harrold at 208-272-3806 or [bou.d.harrold.mil@army.mil](mailto:bou.d.harrold.mil@army.mil).

NATHANIEL S. SHOWALTER  
SGT, IDARNG  
Transitions NCO

**Military Funeral Honors Area Coordinator/Team Leader**

Length of FTNGD Tour:

--11 month tour, pending budget and individual performance with ability to extend.

Requirements:

--Must meet body composition 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 assigned AOR.

--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.