



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



NGID-HRO-AGR

31 July 2019

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **19-18**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

POSITION TITLE:	Assistant S3, Fire Support Officer (2 Positions)
UNIT:	HHB 1-148TH FA REG
UIC:	WYLET0
DUTY LOCATION:	Pocatello, Idaho
AUTHORIZED GRADE:	O3
DUTY SSI OR MOS:	13A only
ELIGIBILITY:	Open to current Commissioned Officers in the Idaho Army National Guard who hold the rank of 1LT or CPT.
CLOSING DATE:	26 August 2019

2. **EQUAL OPPORTUNITY:** The Idaho Army 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. Applicants must possess a valid State Motor Vehicle Operator license.

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. PQR, RPAM, MEDPROS.

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

b. AGR Application Checklist dated February 2018 for Officers on top of the application. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho-specific site iPort at:
<http://ngid-iport/sites/jfhq/G1/HRO/Pages/default.aspx>.

c. NGB Form 34-1 (completed and signed).

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d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. Copies of any current temporary and permanent profiles.

f. DA Form 705 (Army Physical Fitness Test Score Card) showing a minimum of the last five record tests with the most current test not older than one year. A statement explaining the absence of record tests is required.

g. Certified Height/Weight (HT/WT) Memo or DA 5500/5501 dated within 30 days of the close date of this announcement. HT/WT on the APFT scorecard is NOT a substitute.

h. DA Form 4037 – Officer Record Brief.

i. Previous five DA 67-9 – Officer Evaluation Report, or Commander's Letter of Recommendation for any applicants with insufficient time in grade.

j. DA Photograph in Army Service Uniform (ASU), taken within one year (an unofficial photograph is acceptable). If currently deployed, a photograph in ACUs/OCPs is acceptable.

k. Retirement Point Accounting Management (RPAM).

l. Current Personnel Qualification Record (PQR).

m. Copy of current driver's license and military driver's license.

n. DD 369 (attached to this announcement); fill out blocks 1-9 and sign block 11.

o. A signed Biographical Sketch (example format included).

p. Copies of DA 1059 or certificates for all OES courses (OBC/BOLC, OAC, CAS3/CCC, CAX, etc.)

q. Other documentation to show qualifications i.e. resume, certificates, etc. (optional).

r. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment).

s. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

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5. Acceptance of an AGR position may have an effect on Selected Reserve Incentive Programs to include Bonus payments and/or Student Loan Repayment Program. This will not affect Montgomery GI Bill eligibility. Please check with the Incentives Branch to receive information on how an AGR position would affect you individually.

6. Subject to availability of funds, Permanent Change of Station (PCS) allowance is authorized for incumbents residing outside normal commuting distance as stated by USPFO PAM 37-106.

7. Application packets must arrive **no later than 1500 hours** on the closing date specified in this announcement to the address below. Packets may be delivered in person, by mail, or by email. Mailing of application packets using military postage is prohibited. All emailed packets will be printed prior to the board and will have no guarantee of print quality.

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

8. POC for further information is SSG Dustin Dyer at 208-272-4214 or dustin.v.dyer.mil@mail.mil.

DUSTIN V. DYER
SSG, USA
Army AGR Manager Assistant

Assistant S3 Duties and Responsibilities

The assistant S3 is the Operations Officer's principal assistant. Under minimal supervision, the assistant S3 prepares, coordinates, publishes, and distributes battalion products to include but not limited to; SOPs, OPLANs, OPORDs, FRAGORDs, and WARNORDs. The assistant S3 is responsible for managing the S3 section under the direction of the Operations Officer. Tasks may include but are not limited to: QTB and USR preparation, LOI tracking, drill preparation, manage training calendars, prepare yearly training guidance and briefings, and conduct inspection preparation. Transparently and efficiently filter large amounts of information while utilizing innovative techniques to develop new and improved methods of efficiency.

Develops goals and objectives that integrate organizational and operational planning objectives into short-term and long-term plans. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promotes team building, implements quality improvements, or in response to concerns with regulatory compliance and/or customer requirements.

Establishes, develops, and maintains effective working relationships with all serviced organizations and staff members within the Brigade. Participates in special projects and initiatives and performs special assignments.

May be required to represent the Army National Guard and the Battalion Commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers and school officials for such things as recruiting activities, communities support projects, natural disaster or civil disturbance planning, use of facilities for training for such things as recruiting and security of those facilities. Submits to local news media, articles, stories, announcements or advertisements designed to make the public aware of the Army National Guard and their role in the community and in national defense.

Serves as an advisor for the Battalion staff and command in the areas of operations, maintenance, logistics, and equipment readiness actions. Keeps abreast and ensures the implementation of new policy statements, regulations, and directives issued by higher headquarters concerning training, operations, and readiness. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. Preferred candidates will have a working knowledge of a variety of Army systems such as RCAS (Reserve Component Automated System), ATRRS (Army Training Requirements and Resource System), iPERMS (Interactive Personnel Electronic Records Management System), DTMS (Digital Training Management System), DTS (Defense Travel System), AFCOS (Automated Fund Control Orders System), RFMSS (Range Facility Management Support System).

- Incumbent should possess a strong working knowledge of MS Office (Word, Excel, PowerPoint, Access, Outlook), and display excellent written and presentation skills.
- Candidate will demonstrate strong decision making ability and attention to detail; ability to lead as well as perform as a member of a team; must be highly reliable and capable of meeting suspense's in a fast-paced office environment with changing priorities.

- Provides technical assistance to subordinate units and other staff sections concerning operations planning.
- Reviews, analyzes, and provides recommendations relative to proposed Modified Table of Organization and Equipment (MTOE) and/or force structure changes to determine the impact on personnel authorizations and equipment fulfillment and its effects on operational readiness.
- Coordinates and assists in developing plans for recruiting and retention within the command.
- Knowledge of military training programs; of Army and National Guard regulations and policies; and of military organizations. Ability is required to communicate military regulations and policies; to present information and prepare reports; to establish and maintain effective working relationships with others; and to communicate effectively, both orally and in writing.
- Performs other duties as assigned.

Fire Support Officer Duties and Responsibilities

Develops, implements, and evaluates the fire support programs and assists with the fire direction program for the 1-148th FAR. Serves as the full time point of contact for all fires related elements in the 116th CBCT. Assists in integrating Fire Support (FS) into the commander's scheme of maneuver. Advise the brigade (BDE) Fire Support Officer (FSO) and the BDE staff on the status of FS assets, their capabilities, limitations and mission. Participates in the tactical decision-making process as a member of the battle staff. Recommends Fire Support Control Measures (FSCM) to support the scheme of maneuver. Plans fires to support, augment and enhance critical obstacles and breaching operations. Prepares, synchronizes and executes the FS plan. Prepares the Fire Support Execution Matrix (FSEM). Coordinates and clears fires across boundaries. Assists in planning Suppression of Enemy Air Defense (SEAD) missions with the employment of Close Air Support (CAS) and Army Attack Aviation.

May be required to represent the Army National Guard and the Battalion Commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers and school officials for such things as recruiting activities, communities support projects, natural disaster or civil disturbance planning, use of facilities for training for such things as recruiting and security of those facilities.

Accomplishes special project tasking and other assignments as directed by the Administrative Officer. Independently initiates time-sensitive staff work, based upon written orders, verbal orders, established policies and procedures. Part of a cross-functional team, conducts mission analysis on OPORDs, FRAGORDs and other directives as required, coordinate's issues/requirements determines impact to mission and resources through time sensitive communication.

- Incumbent should possess a strong working knowledge of MS Office (Word, Excel, PowerPoint, Access, Outlook), and display excellent written and presentation skills.
- Candidate will demonstrate strong decision making ability and attention to detail; ability to lead as well as perform as a member of a team; must be highly reliable and capable of meeting suspenses in a fast-paced office environment with changing priorities.

- Provides technical assistance to subordinate units and other staff sections concerning operations, logistics, personnel, and maintenance.
- On the basis of guidance from the battalion commander, S3, the Fire Support Coordinator (FSCOORD) and/or Fire Support Officer (FSO) coordinates the Mission Essential Task of Employ Fires.
- Specific duties include: Manage the Brigade's Fire Support digital sustainment program, assist the FSCOORD in developing the commander's criteria based on the supported maneuver commander's concept of fires.
- Develops and supervises input of appropriate parameters into the Advanced Field Artillery Tactical Data System (AFATDS) and coordination of these parameters with Fire Support Elements (FSE) and force Field Artillery Headquarters.
- Coordination of digital communications and database systems required with users of non-Field Artillery digital command and control systems. Ensures dissemination of fire plans to subordinate and supporting unit Fire Direction Centers (FDC) and to FSEs as appropriate.
- Advise the Brigade and Battalion in planning, coordinating and integrating field artillery and fire support tasks.
- Plan and oversee training, certification and readiness for all brigade fire support personnel.
- Develop and update fire support tasks during the orders production process. Consolidate target refinements and planned targets from subordinate units.
- Establish target refinement standards to facilitate a working fire support plan.
- Coordinate support for subordinate fire support cells.
- Plan and facilitate Fire Support Systems digital sustainment program (AFATDS, PFED, LFED, EMT, FS3, TMO, etc.).
- May be required to perform other duties assigned to include but not limited to logistics, human resources, and operations.
- Performs other duties as assigned.

Biographical Sketch Format

1. **DATE:** 31 January 2019
2. **NAME:** Brydon, Geoffrey S.
3. **SSN:** 987-65-4321
4. **BRANCH:** Infantry
5. **PRESENT GRADE:** Lieutenant Colonel
6. **DATE OF FEDERAL RECOGNITION (Present Grade):** 29 October 2015
7. **PRESENT ASSIGNMENT & DATE ASSIGNED:** Chief, ARNG Mobilization Branch, Aug 15
8. **AREA OF CONCENTRATION:** 11A
9. **FUNCTIONAL AREA:** 50A
10. **SECURITY CLEARANCE LEVEL & TYPE INVESTIGATION:** TS SCI SSBI
11. **ARNG STATUS (M-DAY, MIL TECH, AGR 32, AGR 10):** AGR 10
12. **DATE OF BIRTH:** 31 May 1977
13. **SOURCE OF COMMISSION/DATE:** Army ROTC, University of Elizabethtown, 31 May 1997
14. **MANDATORY REMOVAL DATE:** 31 May 2037
15. **HOME ADDRESS:** 123 Specht Drive, Peachwood, GA 34567
16. **BUSINESS ADDRESS:** HQ FORSCOM, Ft McPherson, GA 32198
17. **HOME TELEPHONE:** 987-654-3210
18. **BUSINESS PHONE:** COMMERCIAL: 123-456-7890 DSN: 765-4321
19. **ENTERPRISE E-MAIL:** geoffrey.s.brydon.mil@mail.mil
20. **ALTERNATE E-MAIL** (e.g. home, business): colonelsahib@gmail.com
21. **CIVILIAN EDUCATION:**

<u>Degree/Area of Study</u>	<u>Institution</u>	<u>Year Graduated</u>
MS/Educational Admin	University of Harrisburg	2003
BS/Secondary Education	University of Elizabethtown	1999

22. **CIVILIAN EXPERIENCE:**

<u>Date</u>	<u>Position</u>	<u>Employer</u>
9/04 - 6/12	Assistant Principal	Banners High School
9/99 - 6/04	Teacher	McClure High School

23. MILITARY EDUCATION:

DATE	COURSE	SCHOOL LOCATION
2017	National Security Course	Vandenburg AFB, CA
2016	Mobilization & Deployment Course	Ft Sam Houston, TX
2008	Force Development & Deployment	Ft Leavenworth, KS
2005	CGSOC/ILE	Ft Leavenworth, KS
2004	CAS3/CAX	Ft Leavenworth KS
2001	Infantry OAC/CCC	Ft Benning, GA
2000	Infantry OBC/BOLC-3	Ft Benning, GA

24. MILITARY SERVICE:

DATE	DUTY STATION	STATUS
8/17 – Present	Chief, Mobilization Branch, NGB	AGR Title 10
8/14 - 7/17	Ammunition Mgr, Tng Spt Br, NGB	AGR Title 10
8/11 - 7/14	APMS, Roosevelt College	AGR Title 32
8/09 - 7/11	Force Development Officer	M-Day
6/05 - 7/09	BN S-2	M-Day
6/04 - 5/05	Hq Commandant	M-Day
6/00 - 5/02	Infantry XO	Active Duty
6/99 - 5/00	Infantry Company Plt Ldr	Active Duty

25. DECORATIONS, AWARDS, & CITATIONS:

Combat Infantryman's Badge
Meritorious Service Medal
Army Commendation Medal
National Defense Service Medal

26. MILITARY/CIVILIAN AFFILIATIONS:

Member, Peachwood Evangelical Free Church
Member, National Soccer Coaches Association of America

27. SUMMARY: *(Write two to three paragraphs on why you are best qualified to be selected for the position. Be sure to include any significant applicable experience that you may have.)*

Geoffrey S. Brydon
GEOFFREY S. BRYDON
LTC, IN, IDARNG
Duty Position