

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

NGID-HRO-AGR

16 December 2021

SUBJECT: FTNGD ANNOUNCEMENT NUMBER #22-001

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:** State of Idaho Disability Evaluation System (IDES) Manager  
**ADOS TOUR DATE:** 20 January 2022 – 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:** 10 January 2022

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 but Recommended)

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. 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 [daniel.w.shepard.mil@army.mil](mailto:daniel.w.shepard.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 Health Service Office  
ATTN: SFC Daniel Shepard  
3882 W Ellsworth St. BLDG 440 Room 234  
Boise, ID 83705-8112**

8. The point of contact for further information is SFC Daniel Shepard at 208-272-4399 or [daniel.w.shepard.mil@army.mil](mailto:daniel.w.shepard.mil@army.mil).

VALERIE J LANDEROS MARQUEZ  
SPC, IDARNG  
Transitions NCO

**State of Idaho Disability Evaluation System (IDES) Manager**

Length of FTNGD Tour:

--8 month tour initial tour, pending budget and individual performance. Ability to extend beyond current FY is also dependent on budget and individual performance.

Requirements:

--Must meet all requirements to begin an ADOS tour on 20 January 2021. Must have a good working knowledge of computers, to include creating/updating excel documents, grammar/typing skills, and a customer service oriented attitude. Knowledge of AR 635-40 and AR 600-8-4 is a bonus, but not a requirement for selection.

Duties:

--The purpose of the position is to prepare, send forward, track progress, and provide regulatory guidance on Integrated Disability Evaluation System packets to Soldier's, Unit's, Battalion's and State Level Personnel.

--Coordinates with units and service members who are undergoing Disability Evaluation System (DES) actions. Gathers documents needed for processing and uploads all documents into the MEBPrep system to get the correct process the Soldier is undergoing started.

--Works with the State Enlisted Manager to process Non-Duty Related Medical Separation Actions.

--Answers questions the service member or unit may have throughout the DES process. Provides guidance on documents that the Soldier may get throughout the process.

--Creates orders for Soldiers who are processing through DES and have appointments as part of the process.

--Maintains weekly updates to tracking worksheets for DES soldier, and ensures boards are processing within the set timelines.

--Helps with other program managers in the office to include helping to process Line of Duty claims, resolving billing issues, processing follow on care requests, incapacitation (INCAP) pay claims, and Reserve Component Managed Care (RCMC) / Soldier Recovery Unit (SRU) orders.