

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

NGID-HRO-AGR

2 February 2022

SUBJECT: FTNGD ANNOUNCEMENT NUMBER #22-002

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: Yellow Ribbon Assistant Event Coordinator
ADOS TOUR DATE: 01 March 2022 – 30 September 2022
MOS/AFSC: MOS Immaterial
DUTY LOCATION: Boise, ID and Post Falls
AUTHORIZED GRADE: SGT / E5 – SSG / E6
ELIGIBILITY: Open to current Service members in the Idaho Army National Guard who hold the grade of E5-E6. Currently living within commuting distance of Boise, Idaho and Post Falls, Idaho.

CLOSING DATE: 20 February 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.

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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 matthew.c.hawkins.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:

**Service Member & Family Support Office
ATTN: SFC Matthew Hawkins
4250 W. Cessna St. Building 270
Boise, ID 83705**

8. The point of contact for further information is SFC Matthew Hawkins at 208-272-8329 or matthew.c.hawkins.mil@army.mil



VALERIE J LANDEROS MARQUEZ
SPC, IDARNG
Transitions NCO

IDARNG Yellow Ribbon Assistant Event Coordinator

Length of FTNGD Tour:

--Six-month 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 01 March 2022. 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 DoDI 1342-28 and CNGBI 1801.01A is a bonus, but not a requirement for selection.

Duties:

1. Assists with the planning, development, coordination, implementation, and daily administration of the YRRP to include the contracting of conference facilities, lodging, meals, and professional onsite childcare. Coordinating with staff and other Federal, state, and local organizations for support with speakers, instructors, and support services. The team leader is responsible for creating and distributing the agenda, informational brochures, and other promotional materials concerning individual YRRP events scheduled. (30%)
2. Serves as an advisor on the YRRP Program and family program issues relevant to the service members and their families during the deployment cycle, with the intent of maximizing readiness of the service members and their families. The Yellow Ribbon Program Specialist is considered to be the subject matter expert on reintegration activities and family programs, responsible for conducting briefings, seminars, and workshops about the various services, benefits, and referral organizations available to service members and their families. (30%)
3. Assists in planning, maintaining, and updating an ongoing system of information and referrals for use by the military community. Prepares, coordinates, and disseminates information to staff and units to provide the service members and families with educational materials to increase awareness of the benefits and entitlements available. Conducts briefings and training for staff and units to provide necessary information, stimulate interest and support for Yellow Ribbon Program. Conducts needs assessments to identify other programming needs of family members. (20%)
4. Provides necessary assistance to units and/or individuals to ensure accomplishment of all Deployment Cycle Support tasks during appropriate phases of the deployment cycles to include coordinating reception activities, briefings, training, and spouse/family education. The YRPS communicates with the service members and their families to ensure they have access to all available events, dates, locations, times, and agenda. Assist with ensuring accuracy and timeliness standards for the reporting requirements within their state are met, for inclusion in the nationwide Yellow Ribbon Reintegration Program Report. Maintains up-to-date Yellow Ribbon Program benefits, support services, and readiness library consisting of directives, policies, regulations, SOPs, and program material. Serves as representative at conferences and meetings on family programs and Yellow Ribbon Program matters. (20%)
5. Other duties as assigned by the State Yellow Ribbon NCOIC and Director of the Service Member and Family Support / G9.