

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

NGID-HRO-AGR

22 August 2024

SUBJECT: FTNGD ANNOUNCEMENT NUMBER **#24-002**

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.

TOUR DATES:	1 October 2024 – 30 September 2025
POSITION TITLE:	Military Funeral Honors Area Team Leader
MOS:	MOS Immaterial
DUTY LOCATION:	Post Falls, ID
AREA OF CONSIDERATION:	Current IDARNG Soldiers
GRADE POTENTIAL:	Up to E5
ELIGIBILITY REQUIREMENTS:	Must reside within normal commuting distance IAW JFTR. No PCS authorized.
CLOSING DATE:	16 September 2024

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 SRB, RPAM, MEDPROS).

a. FTNGD Application Checklist should be on top of the application. Documents must be organized in this manner.

b. Complete DA Form 1058-R (OCT 2020).

c. 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. 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.

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e. Digital Training Management System (DTMS) ACFT Individual Training Report (ITR). ITR must show passing diagnostic or record ACFT and be signed / dated by unit Training or Readiness NCO. If an alternate event was performed on most recent test, a profile is required.

f. Digital Training Management System (DTMS) Height/Weight Individual Training Report (ITR). Must be signed and dated by unit Training or Readiness NCO. Must be compliant with Ht/Wt standards IAW AR 600-9 by the closing date of this announcement.

g. Non-Commissioned Officer applicants must provide previous 3 DA 2166-7/8 (Non-Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

h. Negative pregnancy test results (if applicable), must be completed once selected for the position (dated within 30 days of the proposed start date).

i. Current Soldier Record Brief (SRB).

j. Retirement Point Accounting Management (RPAM).

k. Counseling Form DA 4856.

l. Resume and letters of recommendation.

m. PM-66 FTNG Code of Conduct (if selected)

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. Schedule through Mr. Warren Willey 208-908-3823 for your local Area Coordinator.

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 william.f.halterman.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: SFC William Halterman, Honor Guard
4200 W. Ellsworth St., Bldg 669
Boise, ID 83705-8033**

8. POC for further information is SFC William Halterman or william.f.halterman.mil@army.mil.

ANDERSON,CANDI Digitally signed by
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9 Date: 2024.08.22 14:32:29
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CANDI ANDERSON
SFC, IDARNG
Honor Guard NCOIC

Military Funeral Honors Area Coordinator/Team Leader

Length of FTNGD Tour:

-- Year long, 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 as schedule and funding permit.)

--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.