



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



NGID-HRO-AGR

3 December 2017

SUBJECT: FTNGD ANNOUNCEMENT NUMBER # **18-003**

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 Feb 2018 – 30 Apr 2019
POSITION TITLE: Special Focus Exercise Project Officer
BRANCH: Branch/SSI Immaterial
DUTY LOCATION: Boise, ID
AREA OF CONSIDERATION: Current IDARNG Officers, O3 – O4
ELIGIBILITY REQUIREMENTS: Must reside within normal commuting distance IAW JTR. No PCS authorized.
CLOSING DATE: 12 January 2018

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 (i.e. PQR-B, 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 (Jul 10).

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.

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- d. Completion and turn in of DD Form 2807-1 is not required unless selected.
 - e. DA Form 705 (Army Physical Fitness Test Score Card) must show a minimum of last 3 Record tests, most current test not older than 6 months. A statement explaining the absence of record tests will be accepted. (Include DA 3349 if precluded from standard 3 event test.)
 - f. Applicants must provide previous 3 DA 67-10-1 (Officer Evaluation Report).
 - g. Negative pregnancy test results, if applicable.
 - h. Certified Height/Weight or DA 5500R/DA 5501R not older than 30 days from the close date of this announcement.
 - i. Current Personnel Qualification Report Part B (PQRB).
 - j. Retirement Point Accounting Management (RPAM).
 - k. Counseling Form DA 4856.
 - l. Resume and letters of recommendation.
5. If selected, the hiring program manager will complete the DA 4187 to request selection.
6. Incomplete application packets will be returned to the Soldier without action. Mailing of application packets using military postage is prohibited. Packets must arrive at the following address **no later than 1630 hours on the closing date** specified in this announcement:

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

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

DUSTIN V. DYER
SSG, USA
AGR Manager Assistant

Brief Description of Duties:

Perform the duties of a Special Project Officer needed to plan, prepare, and coordinate a major training exercise within the State of Idaho scheduled for the week of 8-12 April 2019. Duties include but are not limited to:

- Coordinates with the Exercise Director on a regular basis
- Maintains open communications with the whole planning team
- Sets up all necessary meeting spaces (includes enough rooms for working groups and IT support)
- Creates/distributes a sign in roster for all JELC events
- Develops and publishes Letter of Instructions (LOIs) to selected individuals
- Sets up all necessary teleconferences (phone bridges)
- Delegates responsibilities to the working group leads
- Works directly with NGB and N-NC
- For SFEs – responsible for development of exercise products (i.e. scenarios, MSELs, injects, etc.)
- Budget management / contract oversight
- White Cell operations (badging, safety, logistics, etc.)
- Works in the Exercise Control Cell (ECC) during the exercise execution
- Compiles numerous amounts of information and logically presents data as needed to exercise leaders and agency staff members

Minimum Qualifications:

Member of the IDARNG, rank O3 to O4, branch/SSI immaterial

Desired Qualifications:

The individual occupying this job must be extremely organized and capable of coordinating, monitoring, synchronizing, and planning multiple facets of a major training exercise. Both verbal and written communications skills are paramount towards being successful in fulfilling its required duties. Will need to establish relationships and coordinate efforts amongst numerous federal, state, and local governmental agencies. Experience or knowledge on the National Response Framework, Incident Command System, and National Guard Civil Support Operations are highly desirable traits going into the position.

Additional Information:

Position will report to the identified Exercise Director, as well as the JFHQ-Idaho Joint Staff members involved in the planning process.