



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



NGID-HRO-AGR

10 October 2018

SUBJECT: FTNGD ANNOUNCEMENT NUMBER # **18-008**

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.

<b>TOUR DATES:</b>	<b>01 November 2018 – 30 September 2019</b>
<b>POSITION TITLE:</b>	<b>Honor Guard State Master Trainer</b>
<b>MOS:</b>	<b>MOS Immaterial</b>
<b>DUTY LOCATION:</b>	<b>Idaho (see page 3 for details)</b>
<b>AREA OF CONSIDERATION:</b>	<b>Current IDARNG Honor Guard Soldiers only</b>
<b>GRADE POTENTIAL:</b>	<b>E5 to E6</b>
<b>ELIGIBILITY REQUIREMENTS:</b>	<b>Must be Honor Guard Level 1 certified. Must reside within normal commuting distance IAW JTR. No PCS authorized.</b>
<b>CLOSING DATE:</b>	<b>24 October 2018</b>

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 PQRB, RPAM, MEDPROS).

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

b. Complete ARNG 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. Non-Commissioned Officer applicants must provide previous 3 DA 2166-8/9 (Non Commissioned Officer Evaluation Report), E4s and below must provide a letter of recommendation from your Unit Commander.
- 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.
- m. Honor Guard and trainer certifications.

5. If selected, the hiring program manager will complete the DA 4187.

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:

JFHQ-ID/J1 Honor Guard  
ATTN: SGT Rachel Schmitz  
4150 Cessna St, Bldg 218  
Boise, ID 83705-8112

7. POC for further information is SGT Rachel Schmitz at DSN 272-6061/COM 208-272-6061 or [rachel.d.schmitz.mil@mail.mil](mailto:rachel.d.schmitz.mil@mail.mil).

DUSTIN V. DYER  
SSG, IDARNG  
AGR Manager Assistant

## **Honor Guard State Master Trainer**

### Length of FTNGD Tour:

--11 month tour, pending budget and individual performance with ability to extend.

### Requirements:

--Cumulative APFT score of 225, with a minimum score of 75 per event.

--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.

### Duty Location:

--Soldier selected for this position will continue to report to their current duty location in Idaho. Travel throughout the state will be required based on specific assignments given and duty requirements.

### Duties:

- a. Schedules, coordinates and facilitates the Train the Trainer (T3T) Level 1 and Level 2 courses.
- b. Coordinates annual recertification with all in state T3T Level 2 certified trainers. Ensures standardization and compliance of training according to current ARNG MFH Soldier's Training SOP and IDARNG State SOP; identifies and implements new changes to the training SOP.
- c. Conducts annual evaluations of each certified trainer, evaluating their training technique, job performance, and overall rating as a certified trainer.
- d. Tracks HG training state wide. Maintains state training records. Creates a 120 day training calendar for all regions. Creates training plan and outline for all trainings. Ensures all training events are closed out with the appropriate documentation and paid.
- e. Ensures all HG members meet minimum training requirements required to maintain membership in the HGP. Notifies Area Coordinators and NCOIC of training deficiencies, monitors progress, and recommends volunteer removals as needed.
- f. Manages T3T Level 2 training slots and makes recommendations to fill those slots based on state needs, Area Coordinator requirements and feedback, as well as Soldier's availability and ability. Verifies that Soldiers attending the T3T Level 2 Trainer Course have met all requirements to attend the course prior to them attending.
- g. Conducts annual evaluations on all HG members through select sequence testing to ensure team members meet T3T Level 1 certification standards; makes recommendations for T3T Level 1 recertification to Area Coordinators.

- h. Conducts the MFH mission in all areas of the State. Attempts to conduct missions in all areas monthly. Serves as the primary support for services when all ADOS staff and HG members have been exhausted.
- i. Tracks HG awards and white cord recognition.
- j. Conducts visits to RSP units to recruit new team members.
- k. Manages VSO System for Award Management (SAM) account registrations.
- l. Conducts exit counseling on all honor guard personnel leaving program or changing to as needed status.
- m. Ensures proper decorum for MFH to include: trained personnel, implementation of standardized MFH procedures, dignified and respectful honor guard details, professional dress and appearance, synchronization of movement and regular quality control of funeral details.
- n. Maintain a current CAO/CNO list to include certificates. Assist with the coordination and setup of CAO/CNO training.
- o. Submits monthly reports to NCOIC about each regions volunteer needs and training standards.