



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



NGID-HRO-AGR

4 January 2019

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **19-01**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

**POSITION TITLE:** Deputy G3/Assistant Director of Plans, Operations, Training  
**UNIT:** IDARNG Staff Element JFHQ  
**UIC:** W8ARAA  
**DUTY LOCATION:** Boise, Idaho  
**AUTHORIZED GRADE:** O5  
**DUTY SSI OR MOS:** Immaterial  
**ELIGIBILITY:** Open to current AGRs in the Idaho Army National Guard (IDARNG) in the rank of LTC (O-5). Federal Technicians in the IDARNG are also eligible and need to apply through USA Jobs.  
**CLOSING DATE:** 15 January 2019

2. **EQUAL OPPORTUNITY:** The Idaho Army 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. **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, RPAM, MEDPROS.

- a. Applications will not be accepted in binders or document protectors.
- b. No separate checklist will be provided for your application. This announcement will serve as the application packet checklist and cover sheets for the packet.
- c. DA Form 4037 Officer Record Brief.
- d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical Readiness / View Detailed Information / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

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e. Copies of any current temporary and permanent profiles.

f. DA Form 705 (Army Physical Fitness Test Score Card) showing a minimum of last five record tests with the most current test not older than six months. A statement explaining the absence of record tests is required.

g. Certified Height/Weight (HT/WT) Memo or DA 5500/5501 not older than 30 days from the close date of this announcement. HT/WT on the APFT scorecard is NOT a substitute.

h. Previous 5 DA 67-9 (Officer Evaluation Report).

i. Retirement Point Accounting Management (RPAM).

j. Current Personnel Qualification Record (PQR).

k. Resume showing work schedule, hours worked per week, dates of employment (month and year), and duties performed.

l. Educational Transcripts if education is being used to show specialized experience or any other documentation supporting applicant's qualifications.

m. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment).

4. Application packets must arrive **no later than 1500 hours** on the closing date specified in this announcement to the address below. Packets may be delivered in person, by mail, or by email. Mailing of application packets using military postage is prohibited. All emailed packets will be printed prior to the board and will have no guarantee of print quality.

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

5. POC for further information is SSG Dustin Dyer at 208-272-4214 or [dustin.v.dyer.mil@mail.mil](mailto:dustin.v.dyer.mil@mail.mil).

DUSTIN V. DYER  
SSG, USA  
Army AGR Manager Assistant

## **Deputy G3 Duty Description**

This position is located in the Joint Force Headquarters (JFHQ) Army National Guard (ARNG) Deputy Chief of Staff for Operations (DCSOPS) G3/5/7 Section. This is an Army National Guard AGR or dual status technician position that requires military membership, compatible military skill assignment and classification. The purpose of this position is to serve as the Assistant Director of Plans, Operations and Training. The Assistant Director serves as an alter ego to the Director of Plans, Operations and Training by fully sharing the direction of all phases of the JFHQ-ST G3/5/7 programs which includes the plans, operations, training, readiness and mobilization programs for federal and state missions.

### **MAJOR DUTIES:**

1. Serves as the primary staff officer for the formulation of plans, policies, and the programming and budgeting data pertaining to operations and security. Provides oversight of military support programs requiring interface with civilian agencies and organizations; training facilities; individual and collective training; professional development and enhancement education. Responsible for readiness, force management and mobilization in support of ARNG personnel and units assigned in the state or territory. Plans, develops, manages and directs the execution of multi-million dollar budget programs. Advises the TAG and NGB on the condition and progress of programs and initiatives of the directorate. Serves on various national and state councils, committees, and boards to ensure consideration of impacts on readiness. Exercises oversight/execution of the coordination for support of training, operations, and organizational functions in readiness and immediate military response to natural or manmade situations and emergencies. State point of contact for local/state/federal agencies in planning, managing, and executing Military Support to Civil Authorities (MSCA), including response to terrorism and Weapons of Mass Destruction (WMD). Manages State Partnership Program (SPP) which requires meeting on a regular basis with senior State Department officials, foreign ambassadors, and senior officials with nongovernmental agencies and international agents. Responsible for coordinating federal, state and private industry resources with elected officials to accomplish international goodwill missions, collective training, and support for emerging democracies. Oversees a variety of complex, interactive database systems and automated programs in support of program. Key player in implementation and use of Distance Learning and training aids, devices, simulators and simulations (TADSS) in support of training and readiness. Provides oversight and supervision to the joint state counterdrug program through management of resources and coordination with federal, state and local law enforcement and drug reduction agencies. Assesses, integrates, and synchronizes Innovative Readiness Training (IRT) & Civil Military Program requirements into current training plans within resource and readiness constraints. 35%

2. Provides management guidance and leadership to subordinate personnel as the program manager for the directorate. Manages formulation and planning of organizational objectives, policies, priorities, and procedures to ensure the National Guard missions are implemented in a timely and efficient manner. Formulation includes establishment and revision of plans, policies, programs, and budgets incidental to the functional responsibilities of the directorate. Involves planning, directing, coordinating, controlling, and evaluating the varied activities of the functional areas to include Operations, Training, Mobilization, Readiness, Force Management, Military Support to Civil Authorities, Training Sites, Regional Training Institutes, Civil Support Teams, and programs such as Counterdrug, State Partnership, Youth and other community support

programs. Functional area personnel accomplish resolution of emergency situations or unusual problems which develop in the daily operation of the office. Serves as the primary directorate in conducting long-range planning. Manages and plans to meet future objectives and requirements requiring extensive and complex coordination with a variety of international, federal, state and local agencies. Manages and supervises the directorate and its staff. Responsible for ensuring the maintenance of the directorate standard operating procedure, strategic planning, long and short-range planning and documents, suspense system, efficiency reports, and other required reports. Approves directorate actions and correspondence. Provides continuity for the programs, projects, activities, and objectives of the directorate. Provides for the coordination and integration of functions with those of other directorates in the JFHQ. Manages adherence to policy and technical decisions through the review of reports, correspondence, program, and budget data. Manages the directorate's personnel management program. Coordinates with the Chief of Staff, Human Resource Officer, Military Personnel Officer, and other directorates to identify projected vacancies in order to provide maximum fill for the directorate. Responsible for resolving personnel issues and providing career enhancements for employees. Affects personnel changes to facilitate the effectiveness and efficiency of the directorate. 25%

3. Assesses, interprets, and adapts National Guard Bureau (NGB), Forces Command (FORSCOM), Training and Doctrine Command (TRADOC), Continental United States-Army (CONUSA), and Commander-in-Chief's intent into training guidance and directives for command elements. Directs preparation of state plans, focusing on synchronization of resources for national and international goals and objectives using National Military Strategy, Department of State, Department of Defense, Army Planning Guidance, and National Guard Bureau directives as guides. Reviews and oversees appropriate corrective action on inspection or evaluation reports and documents of any Joint military or ARNG operation, training, force structure, force protection, mobilization, and readiness issues. Develops management control to keep informed of and to measure effectiveness of the Plans, Operations, Training, Readiness, and Military Support Directorate. Responsible for tasking actions to coordinate the JFHQ's staff directorates, units, and the functional areas to ensure timely and accurate actions. Represents the State Adjutant General and interfaces with international, federal, interstate/state and local agencies for requirements imposed upon the directorate or state. Manages State Objective Force Structure Allowance System by functioning as the primary change agent assessing current and future command plans and programs. Synchronizes political, informational and military state and national concerns to achieve, sustain, and enhance readiness. This is accomplished through a series of detailed mission and demographic analyses for re-stationing of personnel and equipment, market surveys, and priority allocation of limited resources. 20%

4. Represents the state Adjutant General in public meetings and conferences. Presents and explains State National Guard plans, policies, and decisions on training, operational readiness policies, force structure, military support requirements, and regulations with authority to make commitments for the State Adjutant General. Manages conduct of complex and extensive Joint/Combined coordination of requirements and resources with NGB, FORSCOM, TRADOC, CONUSA, state, local, and international governments, and other major military commands. Establishes and maintains contacts to obtain and present information regarding state National Guard programs. These contacts include key local, state and federal officials, top management, general officer commands (domestic and foreign), in the state Air National Guard, ARNG, and other service components. 20%

5. Performs other duties as assigned.