

Arkansas Army National Guard

Announcement for Full Time National Guard (FTNG-DOS) Position Vacancy Announcement

SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

Position Title: Central Area Coordinator/NCOIC	Position Number: 19-023F	Open Date: 8 February 2019 Close Date: 10 March 2019
MOS/Branch of Position: OOF	Position PULHES: 222222	Enlisted Not to Exceed: SSG/E-6
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		Military Funeral Honors Camp Robinson, AR

SECTION II: Area of Consideration

Members of the Arkansas Army National Guard.

SECTION III: Qualification Requirements *(Upon selection for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment.)*

Note: Upon selection for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment. Minimum grade of SGT/E-5, Maximum grade of SSG/E-6. Preferred Military Funeral Honors (MFH) Level 2 Instructor Qualified; Minimum MFH Level 1 qualified. MUST become MFH Level 2 Instructor Qualified within 12 months. SECRET Clearance is required. Applicant must not serve more than 17 years of Active Federal Service as a result of this duty. The Soldier must not have served on any combination of operational support orders for more than three years out of the preceding four years. The Soldier must not be able to qualify for sanctuary as a result of the duty unless a waiver is approved by the Department of the Army National Guard (DARNG) prior to the publication of the order. Pregnancy is a disqualifying factor for this duty. Soldiers with outstanding medical issues (temporary profiles) are not eligible for this duty. **Reference regulations- Army Regulation 40-501 Standards of Medical Fitness dated 14 Dec 2007, and NGB-ARH Policy Memo #06-023 guidance for Title 32 (T32) Full-Time National Guard Duty Operational Support (FTNGDOS) programs, dated 21 Apr 2006.**

SECTION IV: Placement Factors

Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Selectee will provide proof that he/she has been tested for HIV within 2 years prior to the start of the tour of duty. All female Soldiers selected will be required to undergo pregnancy testing within 15 days prior to initiation of the period of active duty. Must meet Army medical retention standards in accordance with standards of Chapter 3, AR 40-501. Permanent Change of Station (PCS) funding for duty greater than 139 days is subject to approval by the respective program manager.

SECTION V: Summary of Duties

The incumbent performs clerical and/or technical work assignments in one or more areas of military personnel with concentration of work with the MFH Program to include supply accountability for the Northeast area. Work performed represents the most difficult and challenging problems, and involves results, decisions and recommendations that significantly affect the military career of individuals or public opinion of the Arkansas National Guard. Prepares and processes unusual and non-routine military personnel staffing transactions such as short suspense requests for MFH. Carries out various duties and responsibilities associated with the MFH Program and personnel status actions for personnel providing support to the MFH Program, to include the maintenance and application of information and data contained in individual personnel records. Performs duties and resolves problems identified with various military personnel relations programs. Performs various administrative duties relating to military personnel involving the composition and distribution of correspondence, publications, reports, special orders, etc. Performs other duties as assigned.

SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.ararnng.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format. Evaluation will be based on the

qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement.

Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained on a separate attachment. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given.

Submit the following required attachments to the DA 1058 R in the order listed below

- a. **FTNGDOS Checklist** with required signatures.
- b. **DA Form 1058-R (July 93)**. DA Form 1058-R **must be signed in original ink**.
- c. **ARNG Form 1058-1R (July 2002 or August 2004)**
* **GO Letter of Acknowledgement** if over 1,095 rule.
- d. **MEDPROS Individual Medical Readiness (IMR) Report** with current PHA date within the last year.
* Soldiers with any type of profile (permanent or temporary), must include a current copy of their DA Form 3349. Ht/Wt must be listed on either the IMR or DA 705, or both.
- e. **DA Form 705**, APFT Scorecard (must be within 12 months). Ht/Wt must be listed on either the IMR or DA 705, or both.
- f. **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females)**.
* If your weight on any document you submit with your application exceeds the screening table weight allowed in accordance with Army Regulation 600-9 you must include a Body Fat Content Worksheet.
- g. **Personal Qualification Record (PQR) or Enlisted Records Brief (ERB)/Officer Records Brief (ORB)** showing current home of record (WebUPS Printout)
- h. **ATTRS Screen**
- i. **AFCOS Orders Query** to determine the last 31 day break in orders for determining separation pay.
- j. **DA Form 873 or JPAS Certificate** for verification of NACI and/or Clearance.
- k. **Retirement Points Accounting Statement (RPAS) Statement (Within last 30 days)**.
- l. **SF 181, Race and National Origin Identification.**

Equal Opportunity

The Arkansas Army National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.