

NORTH DAKOTA ARMY NATIONAL GUARD

FULLTIME NATIONAL GUARD OPERATIONAL SUPPORT (FTNGDOS)

TOUR ANNOUNCEMENT

ANNOUNCEMENT NUMBER: FTNGDOS-19-16 **OPENING DATE:** 22 Mar 19 **CLOSING DATE:** 08 Apr 19

POSITION TITLE: Military Funeral Honors Team Member

MOS: Immaterial

MAX GRADE: E-5

DUTY LOCATIONS: Military Funeral Honors, Fargo, North Dakota

SELECTING OFFICIAL: CW4 Cody Hertz

LENGTH OF TOUR: Date of hire thru 30 September 2019 with continuation upon job performance & availability of funding.

AREA OF CONSIDERATION: North Dakota Army National Guard members in the grades of E-5 and below that reside within local commuting distance of the duty location. Soldiers must reside within 50 miles of Fargo, ND.

HOW TO APPLY: Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than 1600 hours on the closing date indicated above. Documents must be scanned in the order as listed below and emailed to ng.nd.ndarng.list.j1-agrm@mail.mil Subject line of the email must include the announcement number and the applicant's name. Encrypt your email. Please direct any specific questions to SSG Mika Stokkeland at 701-333-3375.

DOCUMENTS REQUIRED:

- ARNG Format 1058-R (must be signed by the applicant, Commander & Records Custodian)
- Initial Counseling Form (must be signed by the applicant and commander)
- Individual Training Record: printout from ATMS (DTMS); must show successful completion of APFT and HT/WT within the past **6 months**.
- Individual Medical Readiness (IMR) (printed from MEDPROS)
- DA Form 3349 (Profile) (if applicable)
- NGB Form 23B (printout from RCAS)
- Personal Qualification Record (PQR) (printout from RCAS)
- Orders Query (printout from Clipboard)
- Enlisted Record Brief (ERB)
- Technician Supervisor Approval Form (only applicable if applicant is a Technician)

- **Females ONLY:** Female Soldiers must complete a pregnancy test 15 days before the requested FTNGD start date. Pregnancy may disqualify Soldiers from initial and subsequent FTNGD tours.

Team Member

DUTIES AND RESPONSIBILITIES:

- Provide MFH support.
- Other duties as assigned.

ELIGIBILITY REQUIREMENTS:

- Knowledge of applicable military regulations, policies, and directives pertaining to MFH ceremonies.
- Knowledge of military drill & ceremonies techniques.
- Knowledge of the methods and techniques used in preparing and presenting training programs.
- Ability to establish and maintain effective working relationships with Veteran Organizations, NDARNG, Funeral Directors, and the public.
- Prepare and make informational presentations regarding the MFH Program.
- Ability to maintain accurate records and prepare monthly reports.
- Ability to communicate clearly and effectively.

- Ability to travel in region of responsibility.
- Must be a current member of the North Dakota Army National Guard (NDARNG).
- Ability to obtain and maintain a valid state vehicle operator's license.
- Must be capable of working independently with little supervision.
- Should possess adequate computer skills.
- Must have current physical and meet height and weight standards.
- Must have a passing APFT within 6 months.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. Pre-selection is not only counter-productive to effective recruitment and placement but also violates North Dakota National Guard merit placement principles and will not be tolerated. If you have information or questions regarding this issue, please contact the HRO at 701-333-3369.