

**FULL-TIME NATIONAL GUARD DUTY OPERATIONAL SUPPORT  
VACANCY ANNOUNCEMENT  
DRAPER, UTAH 84020-4999**

<b>POSITION TITLE:</b> READINESS NCO MOS: Immaterial MAXIMUM GRADE: E-6 MINIMUM GRADE: E-4	<b>LOCATION:</b> CBRN Enhanced Response Force Package N/A 145 <sup>th</sup> FA Battalion Camp Williams, Utah 85065	<b>JOB NUMBER:</b> N/A <b>CLOSING DATE:</b> 30 October 2016
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**Salary:** Full military pay and allowances of the military grade of selectee.

**Tour of Duty:** Initial tour of duty is through 30 September 2017. Follow on assignment will be contingent upon satisfactory performance and funding.

**Cash Bonuses:** Acceptance of an FTNG position may affect any bonus and/or educational assistance that may be payable.

**Area of Consideration:** Individual selected will receive an FTNGD Tour with the Utah Army National Guard. If selected for this position, the Service Member (SM) will be ordered to Active Duty status under the provisions of Title 32 U.S. Code Section 502f. The basic job qualifications are listed on the attached Position Description. SM must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance.

**Application Requirements:**

1. Must meet AR 600-9 Standards
2. Must be available to attend additional training that may include TDY for up to 2 weeks at a time
3. Must not have more than 15 years Active Federal Service (AFS) at time of application
4. Must have already obtained a SECRET security clearance.
5. ETS cannot be within 9 months of ADOS start date.

**Instructions for Applying & Packet Contents:** You; the applicant are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications with missing documents, or those not meeting the minimum appointment requirements will be considered "Not Qualified" due to lack of information. The HRF is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. The documents listed below are required to make a complete packet and will be submitted to the HRF S1 at [ng.ut.utarng.list.hrf-s1@mail.mil](mailto:ng.ut.utarng.list.hrf-s1@mail.mil) . If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation to certify the Soldier as eligible. Failure to do so will result in a finding of "Not Qualified" and will cause the applicant to lose consideration for this position. Do not include letters of recommendations, binders, or cover letters.

1. Approval Checklist
2. DA Form 1058-R

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3. UTARNG FTNDG Information Sheet
4. IMR Record
5. RPAM Statement
6. AFCOS Orders Query
7. DA 705
8. Command Memo
9. Unit DA 4856
10. DA 5960
11. ETS/MRD
12. Last 31 day break
13. MEDPROS
14. DA Form 550/5501 (if applicable)

**Brief Job Description:**

1. INTRODUCTION. The incumbent provides knowledge and experience in the planning and execution of personnel management, tracking and readiness; assigned as the Administrative NCO for the CBRN Enhanced Response Force Package within the Command and Control Section of the CERFP; provides assistance in tracking and managing of training certificates of CERFP elements; and may be assigned to assist or instruct HAZMAT courses.

2. DUTIES AND RESPONSIBILITIES

- A. Oversee Joint Manning Document ensuring accuracy and is updated.
- B. Advise CERFP NCOIC, XO, and Commander of personnel issues.
- C. Coordinate with Homeland Response Force (HRF) S1 to meet suspense's.
- D. Direct personnel systems: personnel readiness management, personnel accounting and strength reporting, casualty operations management, replacement operations management, and personnel information management.
- E. Provides input to S1 portions of the CERFP SOP.
- F. Assist with CBRN training as required.

3. SUPERVISORY CONTROL. Works under the administrative supervision of the Operations NCOIC in the CERFP Command and Control Section. Accomplishes daily requirements independently in accordance with established policies and procedures.

**Selecting Supervisor:** CPT Ryan Robison

**Contact Information:** CPT Alexander Reitzel 801-432-4929 (email)  
ALEXANDER.M.REITZEL.MIL@MAIL.MIL

**Equal Opportunity:** ALL APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT REGARD FOR ANY NON-MERIT REASON SUCH AS; RACE, COLOR, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE OR GENDER.