FTNGD-OS POSITION VACANCY ANNOUNCEMENT

Job Title: Assistant S4/S6 NCO

MOS: Immaterial

Min/Max Grade: E4-E5

JOB NUMBER: OS 21-15

CLOSING DATE: 09 FEB 21

Location: GSB, 19th SFG (A), Camp Williams, UT

Selecting Supervisor: MAJ Emeka Chukwurah

JOB DESCRIPTION:

1. **Introduction:** This position is for the Assistant S4/S6 NCO assigned to HHD, Group Support Battalion, 19th Special Forces Group (Airborne) at Camp Williams, Utah. This position requires a valid Secret Security Clearance and the ability to gain access to all applicable systems and applications. Applicants must have an understanding of Microsoft Office programs and other NGUT programs to include but not limited to: Word, Excel, and PowerPoint, TEAMS, GCSS-A, and have basic computer literacy.

2. **Duties and Responsibilities:**
   a. Manage COMSEC for the BN
   b. Manage maintenance and upkeep of communications equipment
   c. Assist S4 and supply NCOs with any Property Book updates
   d. Keep CSDP up to date
   e. Assist S4 and supply NCOs in updating CSDP binder
   f. Assist S4 and supply NCOs with SII inventories
   g. Assist S4 and supply NCOs Issue/Receive OCIE
   h. Support S4/S6 needs of the BN
   i. Other administrative duties as required

3. **Supervisory Control:** Works under the supervision of the Battalion S4 NCO. Accomplishes daily requirements independently and in accordance with established policies and procedures.

JOB INFORMATION:

1. **Salary:** Full military pay and allowances of the military grade of selectee. Acceptance of an FTNGD-OS position may affect bonuses and/or other incentives.

2. **Tour of Duty:** Initial tour of duty can only extended through the current fiscal year. Tour renewal is contingent upon satisfactory performance and funding.

3. **Area of Consideration:** Individual selected will receive an FTNGD-OS Tour with the Utah Army National Guard. If selected for this position, the Service Member (SM) will be ordered to Active Duty under the provisions of Title 32 U.S. Code Section 502f. IAW DoDI 1215.06, National Guard members who are not employed as a military technician (T5/T32) will receive priority consideration for ADOS and FTNGD-OS tours.

ELIGIBILITY REQUIREMENTS:

1. **HRO Requirements**
   a. Must be a member of the ARNG
   b. Must meet Army medical retention standards in accordance with AR 40-501, Chapter 3.
   c. Must not be within six (6) months of mandatory removal date (MRD)/expiration of term of service (ETS) on the report date of the tour unless waived by TAG.
   d. Must not be able to qualify for sanctuary during tour unless waived by NGB.
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e. Must have 31 days break in orders prior to five (5) years continuous service to negate qualification of separation pay unless waived by NGB.
f. Must not be under a suspension of favorable personnel actions per AR 600-8-2.

2. Employing Organization Requirements
   a. Must be available to attend additional training that may include TDY for up to 2 weeks at a time
   b. Must currently possess a SECRET security clearance.

APPLICATION REQUIREMENTS: The applicant is responsible for the completion and turn-in of the entire application. Applications missing documents or not meeting minimum eligibility requirements will not be considered for the position. If any of the required documents are not reasonably available, submit a brief letter citing the discrepancy along with a brief explanation to certify eligibility. The HRO is not responsible to inform applicant, if packet is incomplete. Applications and associated documents will not be returned or 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 HRO AGR office or via email in a single scanned pdf document to ng.ut.utarng.list.hro-agr-milpers@mail.mil NLT 2359 on the closing date. Signatures not required for application. Only include the required documents as listed below:
   1. HRO Requirements
      a. Cover Letter (Approval Checklist). Located on HRO OS website
      b. FTNGD-OS Information Brief
      c. DA Form 1058, Application for Operational Support
      d. ARNG 1058-1R (only for NGB waivers), Approval Authority Determination
      e. NGB 23B, Retirement Point Statement
      f. Orders Query (w/entire history)
      g. MEDPROS IMR, Individual Medical Record
      h. DA 705, Army Physical Fitness Scorecard w/height & weight
      i. DA 5500/5501, Body Fat Content (only if applicable)
      j. DA 1506 (if no NGB 23B or Orders Query history), Statement Of Service
      k. DA 5960, Authorization of Basic Allowance for Housing (BAH)
   2. Employing Organization Requirements
      a. ORB/ERB
      b. Last three NCOER/OER (if none one letter of recommendation is required)

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.