

FTNGD-OS POSITION VACANCY ANNOUNCEMENT

Job Title: Human Resources/Medical Readiness NCO		JOB NUMBER: OS 22-01
MOS: 42A, 68 series, ALL	Min/Max Grade: E4-E7	CLOSING DATE: 09 Feb 22
Location: Homeland Response Force , 97th Troop Command, Draper, UT		
Selecting Supervisor: MAJ Dan Wheatley		

JOB DESCRIPTION:

1. Introduction. To serve as the Human Resources/Medical Readiness NCO for the HRF. Serves as administrative assistant to the J1 for the HRF as well as POC and architect for the HRF Joint Manning Document (JMD). Responsible for tracking the overall administrative and medical deployability of all HRF personnel on the JMD. Possible administrative functions may include: developing products for reporting status and deployability of HRF personnel, developing HRF related SOPs and SOGs, general office and administrative duties. Responsible for daily management of the JMD and, if applicable, Exercise Manning Documents. Assists with additional J1 duties. Serves as the J1 PERSTAT NCO during HRF events. Schedules HRF training for J1 personnel who are on the JMD. Responsible for planning, tracking and coordinating the medical readiness of all HRF members. Develops and enforces MILVAX and Respiratory Protection Program in accordance with NGB and OSHA procedures and guidance. Ensures mobilization preparedness through medical readiness and medical support.
2. Duties and Responsibilities
 - a. Maintains personnel accountability through the Joint Manning Document (JMD).
 - b. Performs Personnel Service Support duties as required.
 - c. Drafts such directives as SOP, battle drills, letters of instruction, and implementing procedures pertaining to medical readiness processes during HRF operations.
 - d. Maintains Monthly Medical Readiness Reports (DRRS).
 - e. Coordinates immunization schedule and shot clinics.
 - f. Updates Medical Readiness in MEDPROS.
 - g. Responsible for tracking the overall administrative and medical deployability of all HRF personnel on the JMD.
 - h. May be required to attend special schools and/or conferences in support of medical logistics/readiness, training, and to assist in medical plans in domestic operations.
 - i. Is assigned to the HRF S1 section and will perform other duties as assigned.
 - j. Assists with other S1 tasks such as orders, awards, pay, benefits, JMD, etc.
3. Supervisory Control. Works under the administrative supervision of the S1 OIC and NCOIC in the UT FEMA Region VIII Homeland Response Force. Accomplishes daily requirements independently 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.

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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.
 - 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.
 - c. Preferred MEDPROS access.

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 nq.ut.utarnq.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)

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.

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- 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. Civilian Résumé with References
 - b. ORB/ERB
 - c. Last three NCOER/OER (if none one letter of recommendation is required)

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