

FTNGD-OS POSITION VACANCY ANNOUNCEMENT

Job Title: Assistant Operations NCO		JOB NUMBER:
MOS: Immaterial	Min/Max Grade: E4-E7	CLOSING DATE: 30 MAY 22
Location: Group Support Battalion, 19th SFG (A), BLDG 5170, 17800 Redwood RD, Bluffdale, UT 84065		
Selecting Supervisor: CPT Scott Kramer		

JOB DESCRIPTION:

- Introduction.** The Assistant Operations NCO is the primary message center and Request for Support (RFS) manager for the Battalion. This position is a vital part of the Operations team and helps to ensure timely and effective enabler support to Special Operations Forces (SOF) globally. This position requires a motivated, organized, and driven individual who is capable of being a self-starter and can integrate as part of a cohesive team. Duty location is inside of the secure collateral area and requires a minimum of a Secret Security Clearance. No Personnel Electronic Devices are allowed in this area.
- Duties and Responsibilities**
 - Manages and tracks all incoming and outgoing Requests for Support (RFS), Requests for Forces (RFF), and Requests for Information (RFI) using applicable systems.
 - Serves as backup Battalion level reviewer for DAMPS, DTS, Requests for Orders (RFO), DTMS, and MARRS-N.
 - Maintains USASOC NIPR & SIPR account access to assist with message traffic and reporting requirements.
 - Assists in development of Deliberate Risk Assessments, CONOPS, OPORDS, Cost Estimate Worksheets, CCIRS/SIRs, OPREPS, and other products as required.
 - Assists Operations NCOIC and Training Officer in planning BN Level training events.
 - Performs other duties as required.
- Supervisory Control.** Works under the direct supervision of the Battalion Operations NCOIC. Receives technical guidance from other Operations personnel as applicable. Accomplishes daily requirements independently and in accordance with established policies. Performance is evaluated based on accomplishment of established objectives as laid out in initial counseling and guidance.

JOB INFORMATION:

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

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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 three 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. ERB
 - b. Last three NCOER (if none, UTNG 1145-r or 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.