DEPARTMENT OF THE ARMY
JOINT FORCE HEADQUARTERS VIRGIN ISLANDS NATIONAL GUARD
RR#1 BOX 9200 KINGSHILL VI 00850-9731

VIRGIN ISLANDS ARMY NATIONAL GUARD
Full-Time Duty Operational Support (FTNGDOS) Job Announcement
Job Announcement #: 011-16

OPENING DATE: 25 Apr 2016 CLOSING DATE: 10 May 2016

POSITION: Military Funeral Honors Coordinator
DUTY MOS: Immaterial
MIN GRADE: E-4 **MAX GRADE**: E-5
ORGANIZATION: Virgin Islands National Guard
LOCATION: Territory wide
POINT OF CONTACT FOR DUTY DESCRIPTION: LTC Donald W. Woodley
PROJECTED LENGTH OF DUTY: Subject to the availability of funds
PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open service members of the Virgin Islands Army National Guard.
THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.

JOB DESCRIPTION:

General: Responsible for the coordination of and participation in Military Funeral Honors ceremonies. Prepares and conducts drill and ceremony training programs for subordinates, volunteer National Guard units (augmentees) and veteran's organizations. Leads Military Funeral Honors ceremonies, including presentation of the flag to deceased veterans' next of kin and completion of all required documentation regarding each ceremony performed. Reviews Military Funeral Honors Program policies, objectives and Standard Operating Procedures (SOP) in order to determine the effects of operations and the need for revisions/additions. Ensures necessary team uniforms, equipment, weapons and supplies are available, assigned, maintained and safeguarded as prescribed; maintains records on equipment usage, maintenance and repair. Acts as a liaison between the Office of Veterans Affairs for the coordination and processing of decease veteran's documentation. Performs other related work as assigned.

Key Skills: Considerable knowledge of applicable military regulations, policies and directives for Military Funeral Honors ceremonies. Considerable knowledge of military drill and ceremony techniques. Working knowledge of basic office practices and procedures. Skilled in handling and using fire arms. Able to lead a specialized team and maintain a military atmosphere. Able to prepare and present training and instructional information to subordinates, augmentee personnel and veterans' organizations. Able to lead regular physical fitness and drill and ceremony training exercises.

PERSONNEL ELIGIBLE FOR CONSIDERATION:

This position is open to members of the Virgin Islands Army National Guard. Applicants must meet requirements as of the closing date of announcement.

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a. This is a gender neutral position.
b. Minimum grade to apply is E-4.
c. Cannot be flagged for unfavorable action.
d. Cannot have any outstanding medical issues that require follow-up.
e. Must have completed IET (Initial Entry Training).
f. Must not be within 6 months of mandatory removal or expiration of term of service (ETS) on the report date of the tour unless waived by The Adjutant General (TAG).
g. Must have minimum of a Secret Clearance, or higher.
h. Must maintain appropriate level of physical readiness and pass the appropriate physical fitness test IAW service regulations.

PLACEMENT FACTORS:

a. Professional, dedicated, impartial, and competent Soldier.
b. Must be self- motivated and able to operate professionally with little or no supervision.
c. Must be able to qualify for a Government Travel Card.
d. Must have a valid driver's license.
e. Excellent written and oral communication skills.
f. Intermediate to advanced level of experience and training in Microsoft Office 2007/XP software, particularly PowerPoint and Excel.
g. Must have excellent computer skills.
h. Must be able to maintain confidentially of analytical support.
i. Must be able to multi-task and handle many projects at once.
j. Experience with Federal, State, and local databases is desirable.

APPLICATION WILL CONSIST OF THE FOLLOWING:

a. Unit Commander's Recommendation.
b. DA Form 1058-R, Jul 2010 (FTNGDOS Application) Signed and Completed.
c. DA Form 1058-1R, this form is required for all ARNG waiver requests.
d. MEDPROS, Individual Medical Readiness (IMR) printout within the last 30 days (Army only).
e. Enlisted Record Brief (ERB) or Records Review RIP.
f. Copy of latest DA Form 705 (Within the last 6 months)
g. Current Height and Weight statement. Must meet standards established in AR 600-9. If screening table weight is exceeded, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must also be included with the application.
h. Copy of Temporary Profile.
i. NGB Form 23B, RPAM statement.
j. Resume or Biographical Sketch to include level of education and detailed work experience.
k. Please note any letters of recommendation, other than as required above, will NOT be forwarded with your packet.

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INSTRUCTIONS FOR SUBMITTING APPLICATION:
Excess documentation will be removed. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the VING and will not be returned. The point of contact for the application process is

Application packets may be:

a. **Hand-carried** and must be received by the HRO Office, no later than 1630 hrs on the closing date.

b. **E-mailed** and must be in PDF format in no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFDL, etc) will not be processed. If you are unable to meet this requirement, submit in accordance with a. above. Emailed applications must be received prior to 2400 hrs Standard Time on the closing date. Email to delisha.l.burke.mil@mail.mil or marcia.d.spencer.mil@mail.mil .

CONDITIONS OF ACCEPTING THE POSITION:

a. Must be able to maintain IDT/AT requirements as deemed necessary by current traditional Chain of Command.

b. Females, pregnancy testing is required within 15 days of start of orders in accordance with AR 40-501, Chapter 10.

EQUAL OPPORTUNITY: The Virgin Islands National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

BRIAN P. O'REILLY
LTC, MP
Human Resources Officer