

**California Army National Guard**  
**Military Funeral Honors Program**  
**Army Active Duty Operational Support (ADOS)**  
**Vacancy Announcement**

### Position Details

Announcement Number: FTNGD-MFH 23-001  
Opening Date: 15 May 2023  
Closing Date: Open Until Filled  
Position Available: Military Funeral Honors NCOIC  
MOS: Open to All  
Tour Location: Sacramento, CA  
Min/Max Grade: E7-E8  
Tour Length: 15 MAY 2023 – 30 SEP 2023

### Eligibility Requirements

Male, Female. **APPLICANT MUST**, at a minimum, complete the attached applicant checklist and meet all applicable criteria below:

- Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well-motivated and an appropriate representative of the National Guard.
- Applicants must be within Army HT/WT standards or pass Body Composition screening IAW the standards set forth in AR 600-9.

### Unique Requirements and Conditions of Military Funeral Honors Tour

- MFH personnel are required to attend the minimum statutory National Guard requirements IDT and Annual Training while on FTNGD orders.
- MFH personnel on FTNGD orders are subject to fiscal constraints of year-to-year funding. Service on FTNGD orders is voluntary and contingent on current and qualified participation as a California National
- This position does require travel in surrounding counties.
- Relocation expenses are NOT authorized.
- They are required to uphold the highest standards of conduct and personal appearance.

### Primary Duties and Responsibilities

The NCOIC must have a full understanding of the Military Funeral Honors Program (MFH) and possess the ability to effectively communicate with the MFH personnel; Civilian MFH State Contractors, MFH GDOS and MFH M-day Volunteers on all related MFH matters. NCOIC will enforce all Honor Guard related regulations, policies, and procedures. The NCOIC will conduct the below responsibilities as requested and required.

- a) Provides supervision and assists with assignment of Honor Guard personnel for missions. Supports MFH program in the daily supervision of MFH Personnel; to include, Trainers, and Team Members. Support MFH requests; NCOICs will conduct missions and make every effort to maintain a Mission Count of 20+ per month.

- b) b) Assists with State/Territory MFH Training Program. Assist the MFH State Coordinator with the development and implementation of training IAW the NGB established National Standard. Schedule and ensure that members are trained IAW the ARNG MFH Soldier's Training SOP.
- c) c) Assists the MFH SC in the proper selection of Honor Guard personnel and oversee administrative processing.
- d) d) Ensures all Honor Guard members are in compliance with AR 670-1 (Uniforms and Insignia), Physical Fitness Standards, and all other applicable regulations and policies governing the Honor Guard Program. Ensures that all NGB established Honor Guard uniform policies are enforced and adhered to.
- e) e) Enforces utilization of the Chain of Command with all assigned MFH military personnel. Assists the MFH State Coordinator for military actions involving all Honor Guard GDOS and M-Day personnel, this includes the approval of leaves, passes, and/or any other time-off. Ensure MFH State Coordinator is aware of all personnel actions related to mission capability to ensure accurate mission planning and assignment. Oversees all pay related functions for GDOS and M-days.
- f) f) Conducts regional training visits and inspections of training being conducted at Area/Regional Team locations, assists in certification of VSOs, and supports all other State Honor Guard training requirements. This is facilitated by the requirement that all NCOICs become a Level 2 Certified Trainer within 12 months of being assigned to that position.

### Minimum Qualifications

- Valid Driver's License
- Proficient in standard computer skills
- Proficient in Microsoft Word and Excel
- Excellent written and verbal skills
- Ability to communicate moderately complex information, concepts or ideas in a well-organized manner.
- Must meet Army medical retention standards IAW AR 40-501, chapter 3. Must not be Medically Non-Deployable (MND).
- COVID-19 Vaccination
- Must have the Army Service Uniform with Service Cap
- Previous Honor Guard Experience (Preferred)

### Instructions for Submitting Applications

The following are required documents to be turned in with your application:

- **Formal Letter of Interest:** with detailed explanation on why you are interested and fit for this position.
- **FTNGD-OS Checklist**
- **DA Form 1058:** Application for Active Duty, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve. Must be signed by Soldier, Company Commander, and the unit Records Custodian.
- **Retirement Points Accounting Statement (RPAS)** (Updated within 30 days of the tour effective date).
- **DAMPS Active Duty History Query**
- **MEDPROS Individual Medical Readiness (IMR) Record:** Soldier has a PHA on record within 12 months of order start date. No IMR deficiencies including temporary profiles or Medical Readiness Code (MRC) 3 or 4. Soldier is "GREEN" on Human Immunodeficiency Virus (HIV)

screening within 24 months of order start date. IMR printout must show the Soldier's current MRC.

- **DA Form 705 and DA Form 5500/5501:** Soldier must pass an APFT and meet HT/WT standards IAW AR 600-9. Results must be entered in DTMS.
- **Commander's Annual Training Acknowledgment Memorandum**
- **DA Form 3725 and Lease/Mortgage Agreement**
- **DA Form 873 or JPAS Certificate:**
- **Negative Pregnancy Memorandum:** Females must have a negative pregnancy test verification memorandum within 15 days prior to the order start date or tour renewal. Memorandum must state, "Not Pregnant" and include the date of the pregnancy test. The unit and/or hiring organization will monitor this requirement and immediately notify the fund center if the results are positive.
- **DMV Printout:** Copy of driving record from the California Department of Motor Vehicles within 30 days prior to tour effective date.
- **Letter of Recommendation** (Optional)
- **Verification of COVID-19 Vaccination**
- Please email all applications in a merged single file pdf directly to [ng.ca.caarng.mbx.mfh-ops@army.mil](mailto:ng.ca.caarng.mbx.mfh-ops@army.mil).
- Questions may be directed to the State Coordinator at (916) 854-4495

## Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.