

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

**Position Details**

Announcement Number: FTNGD-MFH 21-002  
Opening Date: 24 November 2021  
Closing Date: Open Until Filled  
Position Available: Southern Regional Coordinator  
MOS/AFSC: Open to All  
Tour Location: Southern California  
Min/Max Grade: E5-E6  
Tour Length: 01 Dec 2021 – 30 Sep 2022

**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 to team locations within Southern California AO.
- Relocation expenses are NOT authorized.
- They are required to uphold the highest standards of conduct and personal appearance.

**Primary Duties and Responsibilities**

The regional coordinator will conduct duties as designated by State Coordinator in conjunction with Military Funeral Honors NCOIC intent and will enforce the regulations, policies and SOPs governing the MFH Program. The Regional Coordinator will have an appropriate number of Honor Guard teams to service their area of responsibility. Support the MFH NCOIC in the supervision and assignment of MFH Honor Guard Personnel within their area/region; to include, Trainers, Team Leaders, Team Members, and VSOs. The Regional Coordinator will also be required to maintain a Mission Count of 20+ per month.

**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:

- **Cover Letter**
- **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 if applicable, 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**
- **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.
- **Last 3 NCOERS**
- **Letter of Recommendation** (Optional)
- Please email all applications directly to MFH NCOIC at [raelyn.miranda.mil@army.mil](mailto:raelyn.miranda.mil@army.mil)
- Questions may be directed to the MFH NCOIC at (916) 854-3209.

## 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.