

**POSITION VACANCY ANNOUNCEMENT # AL-MFH-25-1**  
**ALABAMA NATIONAL GUARD FUNERAL HONORS PROGRAM**  
**ALABAMA ARMY NATIONAL GUARD**  
**OPENING DATE 28 August 2024**  
**CLOSING DATE 15 September 2024**

**POSITION/LOCATION:** Montgomery, AL

**JOB TITLE:** Military Funeral Honors NCOIC (1 Army National Guard Positions)

**EMPLOYMENT STATUS:** Full Time National Guard Duty – Operational Support (FTNGD-OS) under Title 32 USC 115

**ACCEPTABLE GRADE:** E6 (P) / E7 with less than 12 months TIG

**LENGTH OF TERM:** 1 October 2024 - 30 September 2025 (Projected up to 3-year tour pending funding and performance)

**DUTY POSITION REQUIREMENTS AND JOB DESCRIPTION:**

**QUALIFICATIONS OR KNOWLEDGE:** Incumbent must be proficient in using personal computers and automated data processing systems; must have working knowledge of Microsoft Office software, including Word, Excel, and Power point; must be flexible and work within program’s established guidelines, policies, and procedures; must be able to obtain a secret security clearance; analyze and explain complex funeral mission movements and requirements; ability to utilize G1 MFH database; ability to analyze, ability to use logic, analysis, synthesis, creativity, judgement, and systematic approaches to gather, evaluate, and use multiple sources of information to effectively make decisions and reach outcomes; ability to prepare written products in support of programs’s mission that are clear, concise, logical, well-organized, appropriate in scope, and timely; effective communication skills. Professional and productive management skills.

**GENERAL DESCRIPTION OF DUTIES:** Individual selected will serve as the NCOIC of Military Funeral Honors Operations for the State. Incumbent will be required to uphold the highest standards of conduct and personal appearance. Incumbent will be assigned duties consisting of operation support pertaining to funeral honors covering the program’s area of responsibility. Incumbent must be able to develop and maintain a positive working relationships with funeral directors and the Casualty Assistance Center personnel. Incumbent will be obtainable at all times with the exception of leave.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Participate in and attend all meetings pertaining to Military Funeral Honors.
2. Enforce and direct all guidance sent from NGB or State by way of the state contractor and/or Military chain of command.
3. Collect, review, assess, and interpret data from multiple sources to enhance depth and scope of confidence in analytical areas of responsibility.

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4. Search and identify areas capable of improvement to alleviate possible issues to arise which could conflict or disrupt the program's mission.
5. Oversee the planning and scheduling of all events and training for the program.
6. Send and accept missions at a state level.
7. Manage ADOS and M-Day personnel daily.
8. Conduct 20 services monthly.

**ADDITIONAL POSITION INFORMATION:** Position is funded annually based on availability of funds.

**MILITARY REQUIREMENTS AND OTHER SELECTIVE PLACEMENT FACTORS:**

This vacancy announcement is for Full Time National Guard Duty – Operational Support (FTNGD-OS) under Title 32 USC 115. Length of tour is dependent upon mission funding and performance.

**SUPERVISORY CONTROLS:** Works under supervision of the Soldier and Family Support Director.

**SPECIAL REQUIREMENTS FOR MILITARY FUNERAL HONORS:**

1. Personnel are subject to periodic urinalysis testing while on active duty. These requirements are in addition to testing by units of assignment during IDT under the National Guard Substance Abuse Program.
2. Requirement to continue attendance at IDT and AT while on FTNGD-OS.
3. Status of funding is mission specific with possible extensions from year to year.
4. Probability of criminal records checks, and/or security screening of applicants serving in positions where they are privy to personal information of Soldiers and physical security requirements.
5. National Guard members participating in the Military Funeral Honors Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.
6. Requirement to become Level 1 certified within 6 months & Level 2 certified within 12 months.

**APPLICATION PROCEDURES AND CHECKLIST:** To ensure you have included the required documents with your application, please mark the following blocks (1-8).

Example:   X   1. Signed Commander's Approval Memorandum...

       1. Signed Commander's Approval/Recommendation Memorandum with position announcement # /position title annotated.

       2. Copy of valid MEDPROS, Female applicants to provide verification of pregnancy test within 15 days prior to initiation of FTNGD-OC (AR 40-501, Para. 10-6).

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- \_\_\_\_\_ 3. Copy of military and civilian driver's license.
- \_\_\_\_\_ 4. Copy of DA Form 2-1, Enlisted Record Brief (ERB).
- \_\_\_\_\_ 5. Copy of current ACFT Scorecard with last two recorded APFT/AFT. (Must be within 6 months of coming on Honor Guard orders.)
- \_\_\_\_\_ 6. Service members exceeding the MAW, must submit a DA Form 5500-R, Body Fat Content Worksheet.
- \_\_\_\_\_ 7. Attached DD Form 369, Police Record Check, completed by Law Enforcement Agency.
- \_\_\_\_\_ 8. (If Military Technician) Attached memorandum from supervisory chain of command acknowledging notice/intent to pursue FTNGD-OC.

**FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN RETURN OF APPLICATION WITHOUT ACTION. INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED. APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE PROCESSED.**

Send application to: Email: [donald.i.haynes8.mil@army.mil](mailto:donald.i.haynes8.mil@army.mil) or mail to ALNG MILITARY FUNERAL HONORS PROGRAM, ATTN: 1SG Don Haynes, 1750 Congressman W.L. Dickinson Drive, MONTGOMERY, AL 36109. Application packet must be received NLT 1700 on 15 September 2024. Point of contact for this announcement is 1SG Don Haynes (334) 414-7292.