



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

TITLE-32 ADOS VACANCY ANNOUNCEMENT

NGLA-JPM-PS

21 October 2021

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Full-time National Guard Duty for Operational Support, Open to ALL LAARNG Enlisted Personnel

OPENS: 22 October 2021

CLOSES: UNTIL FILLED

1. Applications are now being accepted for the following Title-32 tour. Requests for information and/or assistance should be directed to the point of contact listed below.
2. Position Title: Military Funeral Honors (MFH) Team Leader, 3 Positions
3. Position Location: Region 1, Camp Minden, Minden, Louisiana (1 Position)
Region 2, Camp Beauregard, Pineville, Louisiana (1 Position)
Region 3, Jackson Barracks, New Orleans, Louisiana (1 Position)
4. Point of Contact: SFC Derek Callaway, Military Funeral Honors NCOIC, Camp Beauregard, Pineville, Louisiana (318) 416-6890 or (318) 416-7664.
5. Type of Tour: FTNGD-OS Title 32
6. Length of Tour: Thru 30 September 2022. This tour will be 90 day FTNGD-OS orders at a time with no break in continuation of orders, however, tour may be terminated at any time.
7. Minimum/Maximum Grade: **E3 – E6**
8. Area of Concentration/Functional Area: **MOS Immaterial**

Requirements / Qualifications

- Must pass military height and weight standards and APFT/ACFT.
- Must be able to work weekends and be available on short notice.
- Must possess excellent communication skills, both orally and written.
- Must have the ability to use all Microsoft applications to include Word, Power Point and Excel.
- Must be skilled in gathering and recording information from a variety of sources.
- Travel and training will be required for the position.
- Must be capable of working independently with little supervision.
- Cannot have any adverse actions.
- Must possess ASU or AGSUs uniform or be willing to purchase if selected.
- Live within 20 minutes travel distance to position location.



9. Position Duties/Responsibilities:

- Responsible for training, supervising, and participating with Honor Guard teams within their geographic Area of Operation (AOR).
- Responsible for the direct supervision of 10-15 team members (M-day) when on mission.
- Coordinates the fulfillment of requests for MFH ceremonies assigned to their team.
- Coordinates program training requirements and exercises for performance of MFH ceremonies, in compliance with state and federal guidelines.
- Responsible for maintaining accountability and serviceability for all Honor Guard team equipment, which includes, but not limited to: GSA vehicle(s), training casket(s), Bugles(s), cell phone(s), etc.
- Responsible for maintaining constant communication with the Honor Guard Area Coordinator.
- Assists the Area Coordinator in the AOR recruiting effort in order to maintain MFH personnel strength to perform a Full Honors Funeral in their AOR .
- Responsible for ensuring all pay-related documents are submitted in a timely manner (AAR's) and checking for any pay problems their soldiers may have.
- Responsible for turning in Daily Reports to Honor Guard NCOIC and MFH State Admin..
- Responsible for keeping soldiers funeral, personal and uniform information up to date and turned in to MFH State Admin.
- Responsible for keeping an up to date list of all the funeral homes in their AOR.
- Responsible for confirming all details with MFH NCOIC and State Admin SGT.
- Responsible for other Honor Guard duties as assigned.
- Responsible for coordinating with funeral directors, family members, State NCOIC and MFH State Admin SGT to insure that details are conducted on time and correctly.

10. Permanent Change of Station (PCS) is not authorized. This is a temporary tour; per diem and travel to and from HOR to Duty Station is not authorized.

11. Direct combat probability code applies: No. Male or female may apply.

12. Applicants must submit the following documents:

- Resume
- 2 most recent NCOERs, if applicable
- Letter of Recommendation from First Sergeant and Battalion Command Sergeant Major
- DA Form 705
- HT/WT Statement and DA Form 5500/5501, if applicable (Less than six months old)

13. Application packets must be e-mailed to ng.la.laarng.mbx.j1-personnel-services@mail.mil. Subject line should read: Attention MILITARY FUNERAL HONORS POSITION, "MFH Team Leader, last name, first name."

14. Applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's own expense.

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JONATHAN D. LLOYD
COL, AR, LAARNG
Human Resources Officer