

**OHIO ARMY NATIONAL GUARD
** FULL TIME NATIONAL GUARD DUTY-OPERATIONAL SUPPORT
(FTNGD-OS) JOB ANNOUNCEMENT****

DUTY POSITION: Joint Operations Center Team NCO

DUTY MOS / BRANCH
IMMATERIAL

AUTHORIZED GRADE:
E5-E6

LOCATION:
JFHQ Columbus, Ohio

APPLICATION OPENING

CLOSING DATE:

DATE: 8 January 2016

1 February 2016

DUTY LOCATION: Joint Operations Center (CURRENT OPERATIONS), JFHQ-OH

DUTY DESCRIPTION:

- Maintain situational awareness on current, planned and anticipated operations (both routine and emergency).
- Gather, analyze, and distribute information at the direction of the JOC OIC, NCOIC and other superiors.
- Assist in the coordination of Homeland Security (HLS) and Homeland Defense (HLD) crisis operations (natural and man-made disasters, terrorists' acts, Hazardous Material (HAZMAT) incidents, civil disturbances).
- Consistently build and maintain a Common Operating Picture (COP) and situational awareness for JFHQ JOC.
- Gather, route, track and respond to Requests for Information (RFI) from subordinate units, staff and outside agencies.
- Use secure and non-secure transmission devices to develop, transmit and/or receive messages.
- Assist in conducting Key Leader Recall/Activate Alert Roster, Emergency Notification Roster/Crisis Action Team.
- Receive, post, and file Operations Orders/Plans/Messages from DA, NGB, NORTHCOM and other sources.
- Create and distribute internal/external reports.
- Manage commercial and military communication sources (NIPR, SIPR, Non-secure and secure voice) during daily operations.
- Maintain daily JOC duty log and other message tracking systems (WebEOC, JIEE).
- Perform other duties as assigned or required to maintain the Joint Operations Center (JOC) or current operations.

DUTY REQUIREMENTS:

- Security Clearance – SECRET
- This position will require working irregular duty hours (SHIFT WORK) in support of a 24/7 operation.
- Requires working weekends, holidays and nights with periodic travel.
- DMOSQ, NCOES qualified or scheduled for current rank.
- Demonstrate verbal and written skills to include Microsoft Office Products (PowerPoint, Excel, and Word).
- Must be able to complete National Incident Management System ICS 100, 200, 700, 800 and select federal and state emergency operations course work.
- Demonstrate knowledge of maintaining classified information to include voice communications, hardcopy materials and physical security.
- Demonstrate skill in using a variety of communication devices (both voice and data) for receipt and delivery of information essential to operation of a JOC message center.

WHO MAY APPLY: OPEN TO FEMALES. OPEN TO CURRENT MILITARY MEMBERS OF THE OHIO ARMY NATIONAL GUARD IN GRADES SGT/E-5 THROUGH SSG/E-6.

This advertisement is for a *temporary* FTNGD-OS Position only. The initial and any subsequent tours for this position are contingent upon funding availability.

GENERAL AND INITIAL ENTRY ELIGIBILITY REQUIREMENTS:

1. Must meet physical standards of AR 600-9.
2. Must not be under current suspension of favorable personnel actions.
3. Must be medically qualified under AR 40-501, Chap 3 and 4 or 5 as applicable. Must have a completed Periodic Health Assessment (PHA) within **60 days** prior to initial entry. Selectee must be medically certified as drug free and be tested for HIV within 2 years of initial entry.
4. Must have a valid APFT dated within the 6 month period prior to application.

1. Military Biography and Resume
2. MEDPROS (screen shot).
3. NGB Form 23b (RPAS Statement).
4. Three latest OER/NCOER's if available; **if three are not available, submit a Letter of Recommendation.**
5. Most recent DA Form 705 (valid within 6 months) along with any permanent profile (DA Form 3349).
6. Completed DA Form 5500 or DA Form 5501 (*body fat worksheet*) if applicable (valid within 6 months).

Incomplete application will be returned to you without action.

5. **Forward application and attachments to:** J3- Current Operations Attn:
MSG Kevin Taylor
2825 W. Dublin Granville
Rd Columbus, OH 43235

Applications may also be emailed to: kevin.g.taylor1.mil@mail.mil

6. Application screening will be made without regard to race, religion, color, gender or national origin.
7. Applicants may be asked to interview before a military board. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
8. Selection is based upon military education, experience in career management field, source of MOS/AOC, experience related to the position and civilian education.
9. Eligibility of females will be consistent with applicable assignment policies of NGR 600-100 for Officers, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

NOTE: Applications received after the closing date will be returned.

SELECTING OFFICIAL(s): COL Ben Capriato

POC: MSG Kevin Taylor (614) 336-7105

LOCATION: 2825 W. Dublin Granville Rd Columbus, OH 43235