

Lateral M-DAY notice #20-024

Closing Date: 23 October 2020

Applications are now being accepted for the following enlisted position. Questions concerning contents of this notice may be directed to CPT Rebecca Linder, JFHQ-SD at 605-737-6224.

Duty Location: Rapid City, SD

Unit Designation: JFHQ-SD, G-1

Military Grade: SSG/E6

Duty Position: FAM RDNS SPT ASST COOR

Duty MOS: 00F30

Para/Line: 210E/01

General Eligibility Requirements: All E6 Soldiers or E5 Soldiers who are EPS select within the SDARNG. If you are an EPS select, submit your EPS select letter with your packet. This is a NON MOS specific position open to ALL MOSs. Soldier must have a current record go on APFT and meet height and weight standards for consideration.

Duty Requirements:

a. *Major duties:* Position serves to provide operational support to Service Member and Family Support (SMFS) on IDT weekends. Provides collaboration with the SMFS Program Team Leads (FTUS, M-day, and Contractors) on all State Family Programs operations, to include: Family Readiness / Family Assistance, Youth, Yellow Ribbon, and others as assigned. Provide SRP support to SMFS sections (e.g., ESGR, Family Readiness / Family Assistance, etc.) as needed. Attend Resilience Training Assistance (RTA) and Master Resilience Trainer (MRT) course at earliest convenience. Assist in planning and execution of RTA courses. Provide training documentation in DTMS. Assist Youth Program with events. Attend all Yellow Ribbon events and assist with administration and logistics as needed. Become a T4T (train-the-trainer) in ACE-SI and other suicide prevention programs as soon as possible. Additional duties:

b. Family Readiness responsibilities may include (not all inclusive):

1. Assist in conducting training of military personnel and unit leadership on FRG program.
2. Assists commands by answering questions, doing briefings, training and providing guidance in situations regarding family readiness.
3. Assist in conducting formal training of unit volunteers to ensure trained FRGs.
4. Conducts unit briefings to raise awareness and educate Commanders, Senior Enlisted, military members, and families on SMFS resources for Service Members, Veterans, and Families.
5. Assists in the preparation of budget requirements to support the Family Program. Initiate Invitational Travel Orders (ITOs) for volunteers, when necessary. Assists in maintenance of non-appropriated and appropriated fund volunteer reimbursement program.
6. Support to Recruit Sustainment Program (RSP).
7. May attend RSP drills or events in order to raise awareness and education of SMFS programs.
8. Assist with hosting "new family" presentations twice yearly.
9. Coordinate with Recruiting Office for information on Interstate Transfers, Prior Svc Enlistments and Officer Accessions (Officer and Warrant Officer) and collect Family Readiness data using SDNG Form 600-12-11.
10. Conduct OIP and other unit and/or FRG visits.
11. Complete special projects as assigned.
12. Provide logistical/supply support to SMFS team.
13. Performs other duties as assigned.

c. Other special requirements for this position:

1. When working with youth, must complete and pass State and FBI background checks. Position requirement.
2. Must have valid driver's license and be able to drive a GSA long distances.
3. Ability to travel overnight.
4. Ability to obtain Government Travel Card.
5. Flexibility to split-train IDT weekends in support of SMFS operations.

Special Information: This announcement does not constitute a commitment to fill the position.

Application and Selection Procedures:

a. Interested members may apply by submitting, the following:

- (1) Current Copy of Enlisted Record Brief (ERB)
- (2) Copy of last three (3) NCOERs
- (3) Complete biographical information (Resume)
- (4) Current Copy of DA 705 (APFT Score card)
- (5) Verification of current weigh in (DTMS Print out and DA Form 5500/5501 if required)
- (6) Vacancy Application Approval Form (DA 4187)
- (7) EPS Select memo (if applicable)

b. ALL Soldiers must apply by e-mailing a completed application packet to [rebecca.c.linder.mil@mail.mil](mailto:rebecca.c.linder.mil@mail.mil). **The documents will be scanned together into one PDF named with Soldier's last name.** Any application not sent in this format will not be accepted and will be sent back. E-mail must be dated no later than the closing date of this notice. Deployed Soldiers may request copies of missing required documents be sent to JFHQ. POC for this action will be your Human Resource NCO within your current unit.

c. Equal Employment Opportunity: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria. Selection will be made from those applicants' determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.

d. Applicants may be subject to personal interview upon notification of time and place. Necessary travel is at applicants own expense. Inquiries concerning specific aspects of the duty position should be directed to MAJ Quenten Johnson at (605) 737-6206.

## **BIOGRAPHICAL SUMMARY**

**DUTY POSITION APPLYING FOR:** FAM RDNS SPT ASST COOR

### **PERSONAL INFORMATION:**

NAME: (LAST, FIRST, MIDDLE INITIAL)

HOME ADDRESS:

HOME TELEPHONE NUMBER:

### **CIVILIAN EMPLOYER INFORMATION:**

CURRENT EMPLOYER:

BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES:

BUSINESS TELEPHONE NUMBER:

CIVILIAN EDUCATION:

### **MILITARY ORGANIZATION INFORMATION:**

PRESENT UNIT OF ASSIGNMENT:

PRIMARY MOS:

DUTY MOS:

PRESENT GRADE OF RANK:

DATE OF RANK:

YEARS OF SERVICE:

MILITARY EDUCATION:

SIGNIFICANT EXPERIENCE: