

## Honor Guard Assistant NCOIC Position

**Application Deadline: 12 October 2022**

**Member Start Date: 26 October 2022**

### Job Responsibilities:

- Serve as Assistant NCOIC for SJAFB Honor Guard
- Issue and maintain positive control of required equipment to team members for training and ceremonial event purposes.
- Ceremonial support liaison for 4th FW mission partners and the local community
- Assists with management of budget, uniforms, equipment, weapons, munitions, and vehicles
- Responsible for area of responsibility that covers 92 counties and 42K square miles of North Carolina, Virginia, and West Virginia.
- Ensure completion of all qualified decorations, awards, and LOEs are completed on time.
- Identify, plan for, and coordinate replacement of equipment, uniforms, and supplies as required and ensure equipment is properly stored, maintained, and protected from damage.
- Ensure proper cleaning of Honor Guard uniforms/ceremonial equipment and perform open ranks inspections of all team members.
- Develop course training material for all incoming Honor Guard class rotations.
- Coordinate and provide training to Honor Guard teams to ensure standardized guidance and procedures in ceremonial drill across SJAFB AFB.
- Maintain M14 Weapons and training equipment.
- Conducts a two-week Honor Guard training course strictly adhering to Honor Guard Handbook for any new guardsmen.
- Provided continuity on all programs such as Equipment Custodian, VCO, GPC, etc.
- Maintain team roster, attendance rosters, and ceremonial event tracker.
- Lead and develop a 20 personnel team.

### Duty Description:

Seymour Johnson Base Honor Guard is a congressionally mandated program whose primary mission is to provide Military Funeral Honors for all Active Duty, Retired and Veteran Air Force members. Responsible for 92 counties throughout 42K square miles of North Carolina, Virginia, and West Virginia. Provides a unique opportunity to create an environment for Airmen to further develop their leadership abilities and continued expeditionary mindset. Must be dedicated to mentoring, epitomizing core values, and serve as a liaison between a 20-member team, and the Honor Guard NCOIC. He/she will have the opportunity to oversee day-to-day operations while providing coordination with base agencies, mission partners, local funeral homes, and civic agencies on the manning, request, scheduling of military funeral and colors requests.

### Qualifications:

- Must be a volunteer and have commander recommendation.
- Must be a SSgt.
- Be outstanding in appearance, military bearing, & conduct both on and off duty.
- Must exceed Air Force fitness standards having a passing score of 80 or higher.

- Last 3 EPRs must demonstrate sustained superior performance; no derogatory information; meet all and preferably exceed, most or all, expectations in all areas.
- Ability to work independently with minimal supervision
- Strong communication skills with ability to work/solve problems within all ranks.
- No medical conditions or other physical limitations that prohibits execution of ceremonial duties.
- Must understand conflict resolution and display high level of emotional intelligence.
- No fear of firearms.
- Have no record of conviction under the Uniform Code of Military Justice (UCMJ) during current enlistment to include non-judicial punishment, summary, special, or general courts-martial.
- No records indicating failure to exercise sound leadership principles with respect to morale or welfare of subordinates.
- No current or unresolved mental health problems.

**Additional Duties:** Equipment Custodian, Vehicle Control Officer, Trainer, Munitions Custodian, Database Manager, GPC Approving Official

**Assignment:** The member will be filling an **unfunded position** in the 4th Force Support Squadron for the period of one year.

**Application:** Single PDF with:

- One copy of a records review listing (SURF).
- Copies of last three performance reports must demonstrate consistently high standards of character, discretion, loyalty and performance. Must have an overall performance assessment rating of "AC-Exceeded some, but not all expectations" with overall rating of "PROMOTE" or higher
- Physical Fitness Assessment History

**E-Mail Application To:**

SMSgt Demond Darden

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