

TY13 National Matches Duty Descriptions

1. **First Sergeant. (Key Leadership Position, Enduring) Para 01 Line 03**

- a. Position Available. 1, Length of Tour is 1 July 2013– 31 August 2013, Duration, 62 Days
- b. Duties. The First Sergeant assists the OIC/NCOIC to delegates tasks, and supervises the details activities. The primary responsibility of the First Sergeant is to maintain control of the detail. National Matches First Sergeant will work in cooperative response to the Camp Perry Cadre and will be overall responsible for the pre-coordination, execution, and close-out of operations ISO of the National Matches. The First Sergeant is responsible for the morale, welfare, control, and discipline of the detail.
- c. Qualifications. Qualified applicant must be an E5. Position requires leadership experience.

2. **Operations NCO. (Key Leadership Position, Enduring) Para 01 Line 04**

- a. Position Available. 1, Length of Tour is 1 Oct 2012– 30 Sept 2013, Duration, 365 Days
- b. Duties. The operations NCO assists the OIC/NCOIC in planning, advises in makes timely decisions and carries out orders. The primary responsibility of the operations NCO is to account for personnel utilization of the detail. National Matches Operations NCO will work in cooperative response to the Camp Perry Cadre, CMP, and will be overall responsible for the pre-coordination, execution, and close-out of operations IAW SOP of the National Matches. The operations NCO will oversee the assistant operations NCO, administrative sergeant and assistant administrative specialist.
- c. Qualifications. Qualified applicant must be an E5. Position requires leadership experience.

3. **Assistant Operations NCO. (Key Position) Para 01 Line 05**

- a. Position Available. 1, Length of Tour is 1 July 2013– 16 August 2013, 47 Days, 15 day increments
- b. Duties. The assistant operations NCO assists the operations NCO in planning, advises in makes timely decisions, carries out orders. The primary responsibility of the assistant operations NCO is to account for personnel utilization of the detail. National Matches assistant operations NCO will work in cooperative response to the Camp Perry Cadre, CMP and will be overall responsible for the pre-coordination, execution, and close-out of operations IAW SOP of the National Matches.
- c. Qualifications. Qualified applicant must be an E5. Position will require administrative or operations experience.

4. **Administrative Sergeant. (Key Position, Enduring) Para 01 Line 06**

- a. Position Available. 1, Length of Tour is 1 Jun – 31 August 2013, Duration, 92 Days
- b. Duties. The admin NCO reports directly to the Operations NCO. The admin NCO will assist the OPS NCO with all administrative functions for support of the National Matches. He/she will monitor strength and deal with Soldier issues during their rotation of assignment and account for strength.
- c. Qualifications. GRADE: E4-E5, POC will be National Matches Operations NCO.

5. Assistant Administrative Sergeant. (Key Position) Para 01 Line 07

- a. Position Available. 1, Length of Tour is 1 Jul – 16 August 2013, 47 Days, 15 day increments
- b. Duties. The assistant admin NCO reports directly to the Operations NCO. The assistant admin NCO will assist the admin SGT and OPS NCO with all administrative functions for support of the National Matches. He/she will monitor strength and deal with Soldier issues during their rotation of assignment and account for strength.
- c. Qualifications. GRADE: E4-E5, POC will be National Matches Operations NCO.

6. MWR Coordinator. (Key Position, Enduring) Para 01 Line 08

- a. Position Available. 1, Length of Tour is 1 Jun – 31 August 2013, Duration, 92 days
- b. Duties. The Events Coordinator (EC) manages events for the Soldiers during the National Matches. The EC reports to the First Sergeant for any request of support requirements for all events. The EC will provide a calendar of events for assigned personnel to the First Sergeant 52 hours prior to events.
- c. Qualifications. GRADE: E5. Social skills are a must. POC will be National Matches Operations NCO.

7. Range Team NCOIC. (Key Leadership Position, Enduring) Para 02 Line 01

- a. Positions Available. 2 per tour, Length of Tour is 1 July–16 August 2013, Duration, 47 Day tour each
- b. Duties. The Range Operations Team NCOICs are responsible for coordination of team assignments from the Operations NCO. They will report to the Operations NCO for all assignments. The Team NCOs are responsible for all Soldiers assigned to their operation. The Team NCOICs are responsible for ensuring all OHARNG range support details (Range NCOs, Signal Section, Combat Life Savers, and range support Soldiers) are in place and functional 1 hour prior to the range start time. Work in conjunction with the CMP Range Officers to ensure any special support they may need for a particular range or match is supported by the OHARNG.
- c. Qualifications. GRADE: E5. Position will require leadership experience. POC will be National Matches Operations NCO.

8. Range NCO. (Key Leadership Position) Para 02 Line 02

- a. Positions Available. 5. Length of Tour is 1 July – 16 August 2013, 47 Days, 15 day increments
- b. Duties. The Range Operations Range NCO is the direct supervisor of a range support personnel. Each NCO will report to the Team NCOIC. The Range NCO is responsible for accomplishing any special missions requested by the CMP to the Operations NCO. The Operations NCO will post the request at the CUB for the Range team NCOIC to assign the personnel. The Range Support Soldiers will supplement the other sections when there is a lack of additional details or when an increased demand is placed on the other sections. The Range Support Soldiers assist the Team NCOs and Operations NCO in accomplishing the logistical and administrative tasks. The NCO of the support personnel will report with the detail at the appointed time and location. The detail will not be released until the NCO and/or the requesting official has release them from the detail.
- c. Qualifications. GRADE E5. POC will be National Matches Operations NCO.

9. Range Support Personnel. Para 05 Line 01

- a. Positions Available. 40, Length of Tour is 5 July – 16 August 2013, 45 Days, 15 day increments
- b. Duties. The Range Support Personnel are responsible for accomplishing any special missions requested by the CMP thru the Operations NCO. The Operations NCO will post the request at the Command Update Brief (CUB) for the Range Team NCOIC to assign the personnel. The Operations NCO will supplement the other sections when there is a lack of additional details or when an increased demand is placed on the other sections. The detail will not be released until the NCO and/or the requesting official has release them from the detail.
- c. Qualifications. GRADE: E1-E4.

10. Tower NCOIC. (Key Leadership position) Para 02 Line 03

- a. Position Available. 1, Length of Tour is 1 July – 16 August 2013, 47 Days, 15 day increments
- b. Duties. Manage and maintain tower observations during all operation of the National Matches. Work with CPJTC Range Control to oversee impact area while ranges are hot. Reports to National Match NCOIC and or National Match 1SG for further guidance and or missions when ranges are not in operation and or completed for the day.
- c. Qualifications. GRADE: E5, Will be trained to run the tower by CPJTC Range Control. Personnel must be currently Tower Certified or have been in the past 2 years. POC will be National Matches Operations NCO.

11. Tower Operator. (Key Position) Para 02 Line 04

- a. Positions Available. 2, Length of Tour is 1 July – 16 August 2013, 47 Days, 15 day increments
- b. Duties. Manage and maintain tower observations during all operation of the National Matches. Work with CPJTC Range Control to oversee impact area while ranges are hot. Reports to the Tower NCOIC for further guidance and or missions when ranges are not in operation and or completed for the day.
- c. Qualifications. GRADE: E5, Will be trained to run the tower by CPJTC Range Control. Personnel must be currently Tower Certified or have been in the past 2 years. POC will be National Matches Operations NCO.

12. Shooter Shuttle NCOIC. (Key Leadership Position) Para 03 Line 01

- a. Positions Available. 2, Length of Tour is 25 July – 16 August 2013, 23 day
- b. Duties. The Shooter Shuttle NCOIC is the direct supervisor of the Shooter Shuttle Drivers. He/she will report to the Operations NCO for all assignments. The Shooter Shuttle NCOIC monitors and coordinates all logistical and administrative needs of his/her section with the Operations NCO. The Shooter Shuttle NCOIC is responsible for coordination through the Operations NCO for shuttle tractors and carts from the CMP and CPJTC maintenance. The Shooter Shuttle NCOIC is responsible for ensuring all of the Shooter Shuttle Drivers are properly trained on the equipment they are operating. The Shooter Shuttle NCOIC is responsible for ensuring the Shooter Shuttle Drivers are performing correct PMCS before, during, and after operating all equipment daily. The Shooter Shuttle NCOIC coordinates with through the Operations NCO for the day and times the tractors can be refueled. The Shooter Shuttle NCOIC coordinates with the Range Team NCOIC, times for the pit changes to ensure an expedient turnaround of firers and target pullers. The Shooter Shuttle NCOIC will coordinate any repairs of the tractors IAW Section III, Para 2 of the National Matches SOP.
- c. Qualifications. GRADE: E6. Position will requires leadership experience. Be familiar with farm tractor equipment. Requirement: Drivers license. POC will be National Matches Operations NCO.

13. Shooter Shuttle Drivers. Para 03 Line 02

- a. Positions Available. 14, Length of Tour is 25 July – 16 August 2013, 23Days
- b. Duties. The Shooter Shuttle Drivers primary responsibility is to operate the shooter shuttles in a safe manner. They will report to the Shooter Shuttle NCOIC. The Shooter Shuttle Drivers are responsible for conduction thorough before, during, and after PMCS on the equipment they are operating. The Shooter Shuttle Drivers are responsible for ensuring the safety of those aboard the shooter shuttles. Each shooter shuttle will have a driver of the tractor and a Soldier (safety) that will ride on the last cart wearing a road guard vest. The safety will ensure that all passengers aboard the shuttles are loading and unloading only when the shuttle is at a complete stop. The safety also ensures the passengers ride only on the outsides of the carts and not on the ends, in between the carts. The shuttle drivers and safeties carry hand held radios in order to communicate with each other and the NCOIC.
- c. Qualifications. GRADE: E1-E4. Drivers License. Should be familiar with driving farm tractors.

14. Signal Section NCOIC. (Key Leadership Position, Enduring) Para 04 Line 01

- a. Position Available. 1, Length of Tour is 1 July – 16 August 2013, Duration, 47Days
- b. Duties. The Signal Section NCOIC is the direct supervisor of the Signal Section Assistant NCOIC and is the primary leader of the Signal Section. The Signal NCOIC will report to the Range NCO for all assignments. The Signal Section NCOIC is responsible for drawing the speaker systems from their internal supply, and any supplemental equipment needed from Camp Perry Range Control. The wireless microphones use a 9 volt battery; extras are also drawn from the CMP. These must be maintained at each range. The Signal Section NCOIC monitors and coordinates all logistical and administrative needs of the section with the 1SG or Operations NCO. The Signal Section NCOIC is responsible for ensuring the National Anthem is played each morning at the time requested by the CMP. A key to the Modified Record Firing Range tower is signed out from Camp Perry Range Control and instructions on how to set up the amps and CD player will be provided by them. The Signal Section NCOIC is responsible for ensuring any special communication needs requested by the CMP are fulfilled per the Force Provider Requests. During high power ranges the Signal Section NCOIC will sign for a key to the communications box located in the Viale pits from the CMP. Each morning it is your responsibility to unlock the box and ready the pit speaker system for use. At the completion of shooting each day the box is secured. This system also uses a wireless microphone that runs on 9 volt batteries.
- c. Qualifications. GRADE: E6 Must have skills working with commo equipment and troubleshooting electrical issues.

15. Signal Section Assistant NCOIC. Para 04 Line 02

- a. Positions Available. 2, Length of Tour is 1 July – 16 August 2013, 47 Days, 15 day increments
- b. Duties. The Assistant Signal NCOIC is the direct supervisor of the Signal Signal Personnel. The AS NCOIC will report to the Signal NCOIC for all assignments. Assists NCOIC in all aspects of the signal section assigned tasks.
- c. Qualifications. GRADE: E5. Same as Signal NCOIC

16. Signal Section Signal personnel. Para 04 Line 03

- a. Positions Available. 10 Length of Tour is 5 July – 16 August 2013, 45 Days, 15 day increments
- b. Duties. The Signal Section Soldiers are responsible for the daily setup, teardown, and charging of the P/A systems. The Signal Section Soldiers are responsible for ensuring the P/A systems are functioning properly throughout the day. The Signal Section Soldiers replace the 9 volt batteries in the wireless microphones as needed throughout the day. The Signal Section Soldiers report directly to the Signal Section Assistant NCOIC.
- c. Qualifications. GRADE E1-E4. Same as Signal NCO

17. Medical NCOIC. (Key Leadership Position, Enduring) Para 06 Line 01

- a. Positions Available. 2, Length of Tour is 1 July – 16 August 2013, Duration, 47 Days
- b. Duties. The NCOIC will report the status of all medical personnel to the Operations NCO NLT 0800 daily. The Medical NCOIC is responsible for inventory of all equipment. Start the process of all Line of Duty paperwork to be followed up by the Soldiers assigned units. Report any and all injuries or illnesses to the Chain of Command. Assist the Doctor or Physician Assistant assigned for support. Daily monitoring and reporting of heat category changes to the Operations NCO for distribution to the range personnel. Make hourly visits to each range to monitor CLS personnel and assist on ranges during the matches.
- c. Qualifications. GRADE: E5-E6. Must be a qualified 68W. Each position will apply w/last three NCOERS and Commander/First Sergeant contact information for interview. Position will require strong leadership abilities. POC for required interview will be National Matches Operations NCO.

18. Combat Life Savers. Para 06 Line 02

- a. Positions Available. 10, Length of Tour is 5 July – 16 August 2013, 45 Days, 15 day increments
- b. Duties. Ensures the medical safety of all personnel on the range. Combat Life Savers will be on range 1 hour prior to the range going hot and will not leave the range until all personnel (civilian and military) are off the range. Each range will have 2 Combat Life Savers with CLS bags and a litter capable evacuation vehicle. During the High Power Matches there will be an additional Combat Life Savers with CLS bag in each pit. During pit changes rotate line and pit Combat Life Savers. Combat Life Savers report to the Range NCO. They will also take guidance from the Medical NCOIC assigned to the Medical section.
- c. Qualifications. GRADE E3-E5. Must have an M995 license and report with Completed Combat Lifesaver Bag or Shortage Annex w/Combat Lifesaver Certificate must be current. Both license and certificate will be forwarded to the NM Operations NC.

19. Engineers NCOIC. Para 07 Line 01

- a. Positions Available. 1, Length of Tour is 6 May – 16 August 2013, 103 Days
- b. Duties. The Carpenter NCOIC is the direct supervisor of the Carpenter Soldiers and is the primary leader of the Carpentry Section. The NCOIC will report directly to the Operations NCO. The Carpenter NCOIC will: Maintain accurate accountability of section members and keep the chain-of-command informed of the accountability status. Relay pertinent information to the section in a timely manner.
- c. Qualifications. GRADE: E5-E6. Must have skill working with carpentry tools.

20. Engineers (Carpenters). Para 07 Line 02

- a. Positions Available. 3, Length of Tour is 6 May – 16 August 2013, 103 Days
- b. Duties. The Carpenters report directly to the Engineer NCOIC. Accomplishes any details they may be needed for to include; rebuilding of target frames, target carriers, range number frames, etc.
- c. Qualifications. GRADE: E1-E5. Must have skill working with carpentry tools.

21. MP NCOIC. (Key Leadership Position, Enduring) Para 08 Line 01

- a. Positions Available. 2, Length of Tour is 1 July – 16 August 2013, 47 Days
- b. Duties. Responsible for logistics support, movement, and security of the operations area; ensuring that reports and messages are distributed properly; updating units statuses on maps and charts; supervising the publication of orders and graphics; supervising the setting up and dismantling of the OPS Area; supervising all enlisted personnel assigned to the section; managing guard rosters, sleep plans, and shift schedules.
- c. Qualifications. GRADE: E5. Must be a qualified 31B. Position will require leadership abilities. POC be National Matches Operations NCO.

22. MP SHIFT NCO. (Key Leadership Position) Para 08 Line 02

- a. Positions Available. 4, Length of Tour is 5 July – 16 August 2013, 45 Days, 15 day increments
- b. Duties. Supervises the National Matches Military Police Desk, Civilian Law Enforcement Center Liaison Desk Sergeant and 8 Military Police Patrols; responsible for reviewing and correcting the Military Police Blotter, receiving and recording complaints and safeguarding property and evidence; provides assistance, information and notifications to Chains of Command; Serious Incident Reports. Reports to the MP NCOIC.
- c. Qualifications. GRADE: E6. Must be a qualified 31B.

23. MP DESK SERGEANT. Para 08 Line 03

- a. Positions Available. 4, Length of Tour is 5 July – 16 August 2013, 45 Days, 15 day increments
- b. Duties. Assists the National Matches MP NCOIC and Shift NCO with; responsible for reviewing and correcting the Military Police Blotter, receiving and recording complaints and safeguarding property and evidence; provides assistance, information and notifications to Chains of Command; Serious Incident Reports. Reports to the MP NCOIC.
- c. Qualifications. GRADE: E5. Must be a qualified 31B.

24. MP Patrol. Para 08 Line 04

- a. Positions Available. 16, Length of Tour is 5 July – 16 August 2013, 45 Days, 15 day increments
- b. Duties. Reports to Desk Sergeant. Patrols Camp Perry Joint Training Center to report violations by Military or civilian personnel.
- c. Qualifications. GRADE: E1-E4. MOSI