

RESERVE EMPLOYMENT OPPORTUNITY

REO: O-44350 C&E BRANCH CHIEF CLERK

Status: Open

Competition Closing Date: 29-NOV-2019

From: 3994 COS (IM)

Subj: Class B Permanent Res Svc opportunity - 3994 COS (IM) - MGEN GEORGE R. PEARKES BLDG 101 COLONEL BY DR, OTTAWA, ON, K1A 0K2, CA (Actual Employment Location: Ottawa)

HRMS Position Number: 383003

Refs:

- A. CF Mil Pers Instr 20/04 - Administrative Policy of Class A, Class B and Class C Reserve Instruction
- B. DAOD 5023-2 - Physical Fitness Program
- C. MHRRP - Military Human Resources Records Procedures - Topic CI A, B,C Res Service
- D. CFIRP - Canadian Forces Integrated Relocation Program
- E. CFTDTI - Canadian Forces Temporary Duty Travel Instructions
- F. CANFORGEN 132/17 CMP 065/17 121312Z AUG 17, Identification of Official Languages Requirements for Primary Reserve Positions

1. 3994 COS (IM) has a Class B Permanent for a Sgt MOS ID/Occupation 90000 ATR to commence on 10-DEC-2019 until 09-DEC-2022. Only personnel from the following Component/Sub-Component may apply for this position: Primary Reserve Force, Supplementary Reserve Force, Regular Force.

2. Essential requirements are as follows:

A. Rank: Sgt

WO/PO1 willing to relinquish and MCPL/MS qualified for promotion to SGT/PO2 may apply but will only be considered should no SGT/PO2 apply and be found suitable. MCPL/MS not eligible for promotion may be considered for under-ranking. Allows for relinquishment, A/WSE and possible under-ranking for a period of time until mbr can become qualified for A/WSE.

B. MOS ID: 90000 ATR

HRA Preferred

C. Language: English essential

D. Security clearance: Reliability Status

E. Health: BE MED/DENT FIT

F. Physical fitness: MUST BE PHYSICALLY FIT

G. Required experience and quals:

Competency Remarks:

- (1) Knowledge of Microsoft Office Suite, specifically fluent with Word and Excel;
- (2) Must be able to work independently and set priorities, with minimal supervision;
- (3) Good knowledge and understanding of CAF admin regulations, orders, directives, policies, and procedures;
- (4) Competent written and verbal communication skills; and
- (5) Must be able to demonstrate resourcefulness.

H. Position requirements for regular force annuitants permit IAW CMP instruction 20/04: Yes - Either Option (<http://cmp-cpm.mil.ca/en/policies/cf-mil-pers-instr.page>).

3. Secondary requirements of position, as apply:

- a. Knowledge of ClaimsX and HRG;
- b. Knowledge of WordPress;
- c. Knowledge of the C&E Branch;
- d. Knowledge of Monitor Mass;
- e. Experience in dealing with customers of all Ranks; and
- f. Experience with Guardian.

4. Basic description of duties:

- a. Draft various types of correspondences including covering letters, letters of congratulations and recognition, retirement certificates, cards, etc. for signatures and mailing;
- b. Provide administrative support for various Branch events like Mess Dinners, celebrations and other activities;
- c. Provide administrative support to numerous boards and meetings including creating the Record of Discussions;
- d. Update C&E Branch information on cmcen.ca using WordPress;
- e. Maintain various Branch distribution address lists in Microsoft Outlook;
- f. Order office supplies;
- g. Review travel requests and claims and track expenditures;
- h. Produce travel request documents such as XITAs, MDXTPs;
- i. Process TD Claims and MTECs for the Section;
- j. Plan trips using HRG software as well as ClaimsX;
- k. Provide administrative support for Reserve Employment;
- l. Coordinate HR mil/OR administration;
- m. Produce C&E Branch Certificates;
- n. Maintain various databases and spreadsheets;
- o. Plan, organize, and coordinate the administrative activities of the Section;
- p. May potentially supervise one to two personnel;
- q. Reserve Employment administration and coordination; and
- r. Perform any other tasks as directed.

5. Rations, quarters, accommodations, and/or move of DHG and E:

- A. Rations and quarters are available?: No
- B. Member must live in service accommodation?: No
- C. Member must live on the economy.
- D. Move of DHG and E will be considered?: Yes
- E. Other pertinent details:

Members in the NCR have priority

6. Members of the Supp Res if eligible who wish to apply for this position may do so through SUPP RES STAFF at toll free number: 1-866-558-3566, Fax number: 1-613-992-1324, Email: DND.SuppRes-ResSupp.MDN@forces.gc.ca. Members of the P Res and Reg F if eligible who wish to apply for this position may do so through their home unit's Orderly Room. If eligible, members of the NAVRES/RCN PRL, who wish to apply for this position, may do so by submitting an e-mail through their chain of command before going to the appropriate career manager for action. If selected, members of the NAVRES/RCN PRL must receive an authorisation from NAVRESHQ prior to start employment; this will ensure careful review of position requirements and time to complete appropriate administrative action. If selected for an employment within RCN, members of all Commands must receive an authorisation from NAVRESHQ prior to start employment. All nominations must be submitted through the Monitor Mass Reserve Employment Opportunity (REO). NOMINATIONS NOT PROCESSED THROUGH REO WILL NOT BE CONSIDERED. Nominations must include the following:

- A. Contact information.
- B. Confirmation of whether or not member is in receipt of a pension under the CFSA attributable to REG F SVC.
- C. Any other pertinent info that should be considered by the employer (personal limitations affecting service performance, etc), including comments regarding any requirements for the position that may not be up to date in HRMS (such as language profile, physical fitness or medical) since initial screening for the POSN will be based on HRMS data. Sources documents will be required.
- D. CL C RES SVC IPC/IC calculation report results from HRMS (for CL C RES SVC opportunities only).

7. OPI: CWO Philibert, Gilles

Position: 062288 - C&E BRANCH CWO

Phone: 613-943-2039

Email: gilles.philibert@forces.gc.ca

8. Interviews: Only applicants considered suitable for the position will be contacted for interviews.

9. Remarks:

Statement on the Engagement of CFSA Part I Annuitants:

The Management Framework issued at VCDS 5323-1 (DGRC) 6 March 2012, which remains in force at this time, affords that annuitants in receipt of pension benefits under the CFSA Part I who endeavor to undertake a period of Reserve Force service in fulfillment of a requirement anticipated to last longer than one year shall rejoin and re-contribute to the CFSA Part I under the terms of "Option 2" at para 2.13 of CMP instr 20/04. This is the guiding principle on which an AFC decision was based and promulgated by the CDS at 5323-1 (D Res) 5 Mar 2012.

Notwithstanding this guiding principle, certain circumstances may exist where an application may be made to VCDS requesting an exception which would permit engagement of a CFSA Part I annuitant under the terms of "Option 1" (maximum 330 days in any 365 day period).

CFSA Part I annuitants wishing to apply for this position with an expectation of being approved for service under the terms of "Option 1" as detailed in Para 2.13 of CMP instr 20/04 will only be considered:

- in cases where the position is currently vacant;
- in the absence of currently serving Reserve Force members not in receipt of benefits under CFSA Part I who apply;
- in the absence of currently serving Reserve Force members who are CFSA annuitants wishing to apply under the terms of "Option 2" who apply;
- where a reasonable effort has been made to fill the position using non-annuitants or annuitants under the terms of "Option 2;"
- where a defined operational impact, including activities that support the implementation of SSE pursuant to CANFORGEN 033/18, can be substantiated to the VCDS should the position remain vacant;
- where clearly-identified and expressed plan is articulated to remedy the need to use a CFSA Part 1 annuitant under the terms of "Option 1;" and
- where expressed written authority from the VCDS for a specific exception has been requested by the employing unit's L1 and received.

Note: The employing unit is responsible for requesting a specific exception through their L1 pursuant to direction at VCDS 5323-1 (DDFP) 7 September 2017 - Management Framework Update - CFSA Annuitants - Fulltime Reserve Service. Approval from VCDS must be received prior to recommending an applicant to the Class "B" or "C" Reserve Service Approving Authority (DRSM).