

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

Announcement Number:	12-049
Date of announcement:	18 July 2012
Closing Date:	3 August 2012 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	01 October 2012
Position Description & #:	CERFP Administrative Officer
Duty Location:	Las Vegas, Nevada
Unit/UIC/Para/ Line Number:	17 th STB, WPDNT1
Area of Consideration:	Statewide* ; Current members of the Nevada Army National Guard
Grade:	Officer, O-3/CPT-Max O-3/CPT
MOS:	Branch Not Specific (Any assigned within the 17 th Sustainment Brigade or subordinate units. Must be assigned to the 17 th Sustainment Brigade)
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Anderson at (775) 887-7391/DSN 530-7391 troy.h.anderson@us.army.mil
Unit Point of Contact:	CPT Imig at (702) 856-4824/ DSN 530-4824 derek.p.imig@us.army.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

12-049

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201011, must be complete with signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Biographical Sketch, IAW NGR 600-200 <http://www.nv.ngb.army.mil/hro/forms/BioSketch.tif>
3. Initial Physical:
 - Current MEDPROS printout within 30 days of application (Available on AKO) <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
 - Must present a medically certified Negative Pregnancy Test prior to accession into the AGR Program (Females only)
4. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
5. Initial Photograph:
 - Official Military Photo in Class A, Army Service Uniform or Dress Blues preferred. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
6. Initial Last five NCOERs/OERs. Performance counseling acceptable if Soldier has no NCOERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of NCOERs/OERs (may apply to newly promoted E-5s and newly appointed commissioned officers).
7. Initial Copy of DA Form 705 (APFT) for past three years.
 - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, “FOR RECORD GO”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
8. Initial Retirement Points History Statement (RPAS).

9. Initial Personnel Qualification Record (PQR).
10. Initial Current security clearance, JPAS printout **or** memo from security manager- must have NACL Secret or be eligible to obtain Secret.
11. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
12. Initial All DD Form 214 (s), DD Form 215 (s) and NGB Form 22 (s) covering any active duty period **(copy must include bottom portion that identifies SPD Code). DD 214 SERVICE -4 will have SPD Code.**
13. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
14. Initial **Applicants email address:** _____ You will be contacted by email or phone for interviews.

Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
Nevada Military Department,
ATTN: HRO AGR Branch NGNV-HR-AG,
2460 Fairview Drive, Carson City Nevada 89701-5502.

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties: This position is for CERFP Administrative Officer. The incumbent works directly for the 17th STB Administrative Officer. Duties performed are described below.

- A. Responsible for matters concerning operations, plans, organization, budgetary actions, and training support for the CERFP consisting of 186 Soldiers and Airmen, various vehicles, and commercial off-the-shelf decontamination and search and extraction equipment.
- B. Responsible for oversight of individual, collective, and specialized training in support of the CERFP mission.
- C. Supervises the development of plans, orders, and future operations; supervising current operations to include tracking and situational updates; plans for the integration of the CERFP into the ICS when deployed.

- D. Advises the battalion operations officer on all areas regarding the training, operations, and deployment functions of the battalion and subordinate units when assigned a real world mission.
- E. Coordinates and plans collective and individual training; integration of law enforcement, first responder, and other data and information in order to develop the current operating picture.
- F. Conducts monthly Individual Training (IDT) & Annual Training (AT) In Progress Reviews (IPR) for CERFP related training events.
- G. Coordinates with the NV Air National Guard for synchronizing training events and missions.
- H. Works under the daily supervision of the 17th STB AO.
- I. Supervises all CERFP AGR & ADOS personnel.
- I. Performs other duties as necessary and assigned.

MOS QUALIFICATION REQUIREMENTS:

- A. Incumbent shall be SSI qualified for the position assigned.
- B. Shall be capable of performing the duties assigned and implied by grade, SSI, and position prescribed above.
- C. Must be medically qualified for the position of assignment.
- D. Must have a valid state operators permit and be able to be licensed to operate light military vehicles.
- E. Must have a working knowledge of automated office procedures.
- F. Must be in the grade/rank of O3-O4/CPT-MAJ.
- H. 18 to 24 months training/operational experience desired as a program manager.
- I. All CERFP members work in an EPA Level B Personal Protective Equipment (PPE) fully-encapsulated suit with supplied breathing air. Members will be required to use respirators for their duties. Those duties could include light to heavy lifting/activity and occur under humid conditions exceeding 4 hours per day.

ADDITIONAL REQUIREMENTS:

- A. Selected individual will be re-assigned to the 17th STB.
- B. Previous Battalion level staff experience desired.
- C. Previous CERFP experience, formal training, degrees, or certificates in the disciplines of Domestic/Homeland

Security/Emergency & Disaster Response Operation are strongly desired, including certification in ICS 100/200/700/800 and related CBRNE training.

D. Strong clerical skills and familiarization with Microsoft Office products (Outlook, Word, Excel, Access, Power Point, etc)

MINIMUM ELIGIBILITY CRITERIA:

Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See AR 135-18, 1 Nov 2004, Table 2-1, Qualifications for entry in the AGR Program for eligibility requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.