

# AMENDMENT

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

Announcement Number:	12-050 *AMENDMENT
Date of announcement:	31 July 2012
Closing Date:	<b>22 August 2012</b> (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	<b>15 September 2012</b>
Position Description & #:	Training NCO
Duty Location:	Las Vegas, Nevada
Unit/UIC/Para/ Line Number:	422 ESB, WNXB0
Area of Consideration:	<b>Statewide*</b> ; Current members of the Nevada Army National Guard
Grade:	Enlisted, Min E-5/SGT-Max E-6/SSG
MOS:	<b>25S, 25B, 25Q, 25N, 25L, or 25P Preferred but not required must be eligible to become 25S, 25B, 25Q, 25N, 25L, or 25P and complete MOSQ within 1year from hire date.</b>
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 <a href="mailto:troy.h.anderson@us.army.mil">troy.h.anderson@us.army.mil</a>
Unit Point of Contact:	MAJ Jackson at (775) 971-6003 DSN 530-6003 <a href="mailto:ramel.jackson@us.army.mil">ramel.jackson@us.army.mil</a>
<b>NOTE: AMENDMENTS IN RED</b> * An OML (Order of Merit List) will be created by the selection board, comprised of qualified applicants in descending order of overall applicant board score. Unit Vacancies identified in the above areas will be filled from this OML until exhausted, one year has elapsed, or the conduction of a new OML board.	
*Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	
The hiring board for this announcement will be August 29, 2012 tentative depending on the number of applicants.	

# AMENDMENT

**12-050**

## **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.ngbpcdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpcdc.ngb.army.mil/forms/ngbf34_1.htm)
2. Initial Biographical Sketch, IAW NGR 600-200
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 NOCERs/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).

# AMENDMENT

10. Initial Current security clearance, JPAS printout **or** memo from security manager- must have NACLIC Secret or be eligible to obtain Secret.
11. Initial Certified copy of DA Form 2-1 or DD 1966-1 or Recruiter's Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Needed to verify ASVAB/AFCT scores (Not required for Current Officers).
12. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
13. Initial All DD Form 214 (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**.
14. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
15. 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 be returned without consideration.**

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 located at the 422<sup>nd</sup> Expeditionary Signal Battalion, Bravo Company, Las Vegas, NV. The purpose of this position is to work as the training NCO, develop training plans and procedures for the unit command and to coordinate training resources and assistance to ensure that required training and readiness objectives are achieved.

- A. Be familiar with and understand the Digital Training Management System (DTMS). DTMS is the database of record. Responsible for unit Training schedules, APFT, Weapons Qualifications, Mandatory Training records and METL training, which will be recorded in DTMS.
- B. Responsible for Schools Packet and Digital Travel Systems (DTS) duties. Responsible for identifying Soldiers currently in school, going to school in the next 90 days, Authorization/Voucher status, and knowing unit standing/percentage of OES/NCOES/DMOSQ qualified Soldiers at all times.

# AMENDMENT

- C. Responsible for all Company training records and logs - This includes Training binders, IDT Closeout records, and AT/IDT training plans (with AARs and CRMs). Items will be available for review/audit at all times. Reviews training evaluation reports to identify needed revisions or improvements to training activities. Provide course of actions to improve training activities.
- D. Monitor the unit's individual training program to ensure minimum MOSQ standards are met with-in resource constraints. The program is coordinated through the NCO channels, formal Army schools, and Mobile Training Teams (MTTs).
- E. Establishes a direct line of communication with training officer, readiness NCO and mobilization action personnel at higher headquarters.
- F. Schedules and conducts special training course on Signal Communications. Provides information about availability of training courses and provides guidance on eligibility requirements.
- G. Attends all unit training assemblies, additional training assemblies, and annual training periods. Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to produce training areas, ranges, training equipment, and other facilities required by the unit.
- H. Responsible for supervising the control of materials, publications, and soldier's manuals. Furthermore, responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.

## **SUPERVISORY CONTROLS:**

- A. Works under the general supervision of the Administration Officer, Operations SGM, Battalion Training Officer, unit commander and readiness NCO. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies and procedures. Performance is evaluated on accomplishment of established objectives.

## **MOS QUALIFICATION REQUIREMENTS:**

**25S, 25B, 25Q, 25N, 25L, or 25P Preferred but not required must be eligible to become 25S, 25B, 25Q, 25N, 25L, or 25P and complete MOSQ within 1 year from hire date.**

Must be able to obtain Secret Security Clearance. Must complete all required training within 12 months from hire date. Failure to complete formal training within 12 months will result in removal from the AGR program.

### **25S**

***Physical demands rating and qualifications for initial award of 25S MOS. Satellite communication systems operator-maintainer must possess the following qualifications:***

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 212221.

# AMENDMENT

- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 120 in aptitude area EL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 116 in aptitude area EL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of 117 in aptitude area EL on ASVAB tests administered on and after 1 July 2004.
- (5) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
- (6) Credit for successful completion of 1 year of high school algebra and science.
- (7) High school graduate or equivalent.
- (8) A U.S. citizen.

## **25B**

***Physical demands rating and qualifications for initial award of 25B MOS. Information technology specialist must possess the following qualifications:***

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 212221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.
  - (c) A minimum score of 95 in aptitude area ST on ASVAB test administered on and after 1 July 2004.
- (5) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
- (6) A U.S. citizen.

## **25Q**

***Physical demands rating and qualifications for initial award of 25Q MOS. Multichannel transmission systems operator-maintainer must possess the following qualifications:***

- (1) A physical demands rating of heavy.
- (2) A physical profile of 111221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 100 in aptitude area EL and 100 in aptitude area SC in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 98 in aptitude area EL and 98 in aptitude area SC on ASVAB tests administered on and after 2 January 2002.
- (5) Ability to read, comprehend and clearly enunciate English.

# AMENDMENT

- (6) Ability to work for extended periods in a confined area.
- (7) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
- (8) A U.S. citizen.

## 25N

***Physical demands rating and qualifications for initial award of 25N MOS. Nodal network systems operator-maintainer must possess the following qualifications:***

- (1) A physical demands rating of heavy.
- (2) A physical profile of 212221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 105 in aptitude area EL and 105 in aptitude area SC in Armed Services Vocational Aptitude Battery (ASVAB) test administered prior to 2 January 2002.
  - (b) A minimum score of 102 in aptitude area EL and 105 in aptitude area SC on ASVAB test administered on and after 2 January 2002.
- (5) Ability to read, comprehend and clearly enunciate English.
- (6) Ability to work for extended periods in a confined area.
- (7) A security eligibility of SECRET under the provisions of AR 380-67 is required for the initial award and to maintain the MOS.
- (8) A U.S. citizen.

## 25L

***Physical demands rating and qualifications for initial award of 25L MOS. Cable systems installer-maintainer must possess the following qualifications:***

- (1) A physical demands rating of heavy.
- (2) A physical profile of 111221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 90 in aptitude area EL and 90 in aptitude area SC in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 89 in aptitude area EL and 90 in aptitude area SC on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of 89 in aptitude area EL and 89 in aptitude area SC on ASVAB tests administered on and after 1 July 2004.
- (5) Be able to work at heights up to 40 feet for extended periods.
- (6) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
- (7) A U.S. citizen.

# AMENDMENT

## 25P

**Physical demands rating and qualifications for initial award of 25P MOS. Microwave systems operator-maintainer must possess the following qualifications:**

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 212221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 110 in aptitude area EL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 107 in aptitude area EL on ASVAB tests administered on and after 2 January 2002.
- (5) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
- (6) Credit for successful completion of one year of high school algebra and science.
- (7) High school graduate or equivalent.
- (8) A U.S. citizen.

### **ADDITIONAL REQUIREMENTS:**

**Selected individual will be re-assigned to 422 ESB**

### **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.

### **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.