

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

Announcement Number:	14-006
Date of announcement:	18 October 2013
Closing Date:	5 November 2013 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Command Suite Executive Assistant
Duty Location:	Carson City, Nevada
Unit/UIC/Para/ Line Number:	HQ NVARNG, Carson City, Nevada
Area of Consideration:	Statewide*; Current members of the Nevada Army National Guard
Grade:	Enlisted, Min E-4/SPC- Max E-5/SGT
MOS:	42A, Preferred but not required, must be eligible to become 42A qualified MOSQ within 1 year from hire date.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson at (775) 887-7391 /DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	CW2 Sherych at (775) 887-7308/ DSN 530-7308 joseph.sherych.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Technicians, Active Duty or Traditional Soldiers (M Day) may apply.	

14-006

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
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 Memorandum through unit Commander/AO stating Soldier is not Flagged nor has any Adverse Actions Pending.
6. Initial Photograph:
 - Official Military Photo in Class A, Army Service Uniform. 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.
7. Initial Last five NCOER 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.
8. 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).
9. Initial Retirement Points History Statement (RPAS).
10. Initial Personnel Qualification Record (PQR).

11. Initial Current security clearance, JPAS printout **or** memo from security manager- must have NACLIC Secret or be eligible to obtain Secret.
12. Initial Certified copy of ERB, 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).
13. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
14. Initial All DD Form 214 (s), DD Form 215 (s), DD Form 220 (s) and NGB Form 22 (s) covering any active duty period. **(DD 214 copy must include bottom portion that identifies Separation Code).**
15. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
16. 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:

1. **Major duties:** Assigned responsibilities include facilitating management processes by acting with authority and as an intermediary on delegated administrative support matters which require independent judgment, initiative and discretion in making determinations on varied problems and situations regarding issues of importance to the Adjutant General. Incumbents may work independently or serve as the Adjutant General office manager and supervise lower level administrative support staff.
2. Provide executive assistance in resolving administrative question and issues not requiring the personal attention of the Adjutant General; act in an administrative liaison capacity in conferring with managers, government officials, and representatives of other organizations concerning the interpretation of rules and regulations related to program activities and operations; transmit directives, instructions and assignments; and follow up on status of assignments with department staff.
3. Read and screen incoming correspondence and reports; make preliminary assessment of the importance of materials based on instructions from the Adjutant General, agency activities, and the predetermined, ongoing priorities of the organization; resolve matters personally within parameters established by the executive, and forward materials to appropriate managers and staff for analysis and reply; follow up as required to ensure responses are timely and in conformance to established standards.

4. Receive and screen incoming calls and visitors; evaluate requests and inquiries; determine which are priority matters and alert the Adjutant General accordingly; make decisions to page or contact the executive at off-site locations in critical situations; make referrals to appropriate administrative staff or provide requested information as appropriate.
5. Maintain current knowledge of issues, problems, situations and activities of special interest to the Adjutant General regarding the organization as a whole and its divisions and programs; monitor media coverage and alert the executive to new developments or articles of interest.
6. Coordinate and facilitate the Adjutant General's calendar to schedule appointments and engagements; arrange conferences, meetings and hearings for commissions, boards, or other bodies; make travel, lodging and meeting room arrangements including public address systems, teleconferencing, refreshments, and other amenities; ensure agendas, background information, minutes and other pertinent materials are prepared and distributed; maintain official records of such meetings in the form of tapes, minutes or other media.
7. Compose correspondence and prepare administrative reports and/or financial records, relying on a variety of source material; respond to requests for information regarding programs and activities; provide administrative data, and communicate the activities, views, and commitments of the Adjutant General.
8. Review, proofread and edit documents prepared for the Adjutant General's signature; ensure work product quality and quantity control by reviewing documents, reports, forms, records, or other materials for content, completeness or accuracy; ensure proper grammar, punctuation, spelling and usage as well as appropriate distribution and archiving.
9. Respond to inquiries from external entities, exercising discretion in disseminating information; describe programs, functions and activities; explain established regulations, policies, and legislative proposals; evaluate new regulations or legislative proposals and potential ramifications in order to inform, update or advise departmental and outside personnel.
10. Participate in staff meetings; make assignments to program managers, based on the Adjutant General's instructions, for studies or projects involving such matters as program coordination, administrative policy, budget, internal controls, and report preparation; indicate nature of work required and due dates; record meeting minutes and transcribe.
11. Conduct research and studies relating to operations and procedures; gather, analyze and interpret data to develop recommendations on problems affecting programs, operations, and procedures; confer with managers regarding historical precedents, actions and justifications; upon approval, ensure the implementation of new procedures and inform managers of changes.
12. Schedule and coordinate the work activities for various administrative, secretarial and clerical support staff to facilitate the adherence to and accomplishment of work objectives; serve as supervisor or lead worker to subordinate personnel as assigned; train and orient staff to agency policies, standards and procedures; oversee and direct activities to ensure efficient and effective operation of the Adjutant General's office.
13. Participate in development of the executive office budget; prepare narrative and statistical justifications in support of requests for additional funding; monitor, review and approve expenditures within authority delegated by the Adjutant General and in accordance with established purchasing procedures; conduct research related to the cost, quality, applicability and effectiveness of new or improved office equipment and systems.
14. Organize and maintain confidential records and files for the executive; ensure the security of privileged information in accordance with State and federal laws and regulations; authorize access to information as appropriate.
15. Participate in the development and enhancement of automated systems, equipment and networks within the organization; provide input regarding current and anticipated administrative requirements; recommend additional equipment, system upgrades or other technological advancements.
16. Plan, organize, coordinate and oversee special projects and assignments relative to the organization as requested by the Adjutant General.

17. Perform related duties as assigned.

MOS QUALIFICATION REQUIREMENTS:

42A, Preferred but not required must be eligible to become 42A, 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.

ADDITIONAL REQUIREMENTS:

Selected Soldier will transfer to JFHQ

Duties and Responsibilities: Outstanding appearance, military bearing, professional conduct, high moral character and unquestionable integrity are required. Must be able to speak clearly and communicate effectively both orally and in writing. Must have knowledge of the organization, mission and operation of the NVARNG. Ability to type 25 wpm is desirable. Ability to operate a personal computer with experience using Microsoft Office programs is preferred. Must be willing to work long irregular hours and travel on short notice as required. Demonstrate ability to perform and be:

1. A self-starter, capable of accomplishing multiple tasks while simultaneously meeting deadlines is a must. Must be highly self-motivated, well organized, creative, and work with minimum supervision.
2. Military technicians who convert to AGR may not be able to convert back to technician status in the same position. Military technicians may not convert in place to AGR status.
3. All applicants meeting initial screening criteria will be interviewed. An AGR Selection board will interview all eligible applicants in person (at applicant's expense).
4. 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 (if selected).
5. As a condition of employment, the selectee will attend all unit training assemblies and annual training with their unit as assignment. Wearing of the appropriate military uniform and maintaining prescribed standards of conduct and appearance are mandatory conditions of employment.
6. Availability of Permanent Change of Station (PCS) funds will be determined upon selection and are contingent on end of year funding levels.

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.

