

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

Announcement Number:	14-056
Date of announcement:	8 July 2014
Closing Date:	31 July 2014 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	N/A
Position Description & #:	Recruiter NCO, Statewide (OML)
Duty Location:	Recruiter and Retention, Statewide
Unit/UIC/Para/ Line Number:	Recruiting and Retention, W905AA
Area of Consideration:	Statewide* ; Current members of the Nevada Army National Guard
Grade:	Enlisted, Min E-5/SGT-Max E-6/SSG
MOS:	79T Preferred but not required, Must be eligible to become 79T (See MOS requirements below)
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:	1LT Gilberti (775) 884-8428 /DSN 530-8428 richard.c.gilberti.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty, Technicians or Traditional Soldiers (M Day) may apply.	
NOTE: * 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.	

14-056

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 20131111, 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.
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 (if applicable).
7. Initial Last five NCOERs 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 (may apply to newly promoted E-5s).
8. Initial Validated copy of ERB
9. 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).
10. Initial Retirement Points History Statement (RPAS).

11. Initial Personnel Qualification Record (PQR).
12. Initial Current security clearance, JPAS printout **or** memo from security manager- must have NACLIC Secret or be eligible to obtain Secret.
13. Initial Certified copy of ERB 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).
14. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
15. 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).**
16. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
17. Initial Copy of valid Civilian Drivers Licenses.
18. 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 in HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties: Recruits and retains qualified soldiers for entry into the Army National Guard in accordance with applicable regulations. Supervises recruiting and retention activities.

(1) *Skill Level 1-4.* MOSC 79T10-79T40. Prospect for leads. Prepare a prospect card. Refines leads. Conduct a school program. Determine basic enlistment eligibility. Pre-qualifies an individual for enlistment. Determine eligibility for extension or immediate reenlistment. Conduct enlistment, attrition management and retention interviews. Explains the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, employer support and reemployment rights. Evaluate unit sponsorship program. Brief applicant on MEPS processing. Prepares and completes an enlistment packet. Counsel an applicant.

Operate Guard Accession Information Network System. Establish media contacts. Conduct direct mail campaigns. Evaluate the unit's retention environment. Explain strength maintenance recognition programs. Conduct a strength maintenance interview and briefing. Develop a time management work plan. Train unit first line leaders on career planning. Reviews request for separation/transfer/discharge. Review extension/immediate reenlistment procedures. Identifies alternatives to separation/transfer/discharge. Evaluate retention data, forms and files. Analyze unit pay and performance data. Initiate security for family assistance operations. Explain the National Guard Family Program. Identifies resources for family assistance. Provide referral services for family members. Prepare DD Form 1172 for DEERS enrollment, issues ID cards for family members during mobilization. Develop a state marketing plan. Prepares and advertising budget. Determine regulatory requirements for advertising. Write recruiting and retention advertising copy and script.

MOS QUALIFICATION REQUIREMENTS:

79T Preferred but not required, Must be eligible to become 79T and be able to obtain Secret Security Clearance

Physical demands rating and qualifications for initial award of MOS.

- (1) A [physical demands rating](#) –N/A.
- (2) A [physical profile](#), of 132221,
- (3) A [minimum score](#), of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- (4) A [minimum score](#), of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.
- (5) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, 601-280, and AR 135-18 as applicable.
- (6) Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.
- (7) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
 - a. Any credible evidence of criminal activity involving a sexual harassment; sexual assault (Article 80, 120, and 125); family member or child abuse; pandering; prostitution; criminal offense related to pornography (Except Article 92 violations) incest, bestiality, adultery, sexual activity with a subordinate or fraternization, stalking
 - b. Credible evidence of criminal activity involving drug abuse (Use, possession, distribution, manufacturing), to include prescription medication and synthetic drugs
 - c. Adversely adjudicated action involving larceny/theft/fraud
 - d. Any court-martial conviction in a Soldier's career
 - e. Conduct in violation of Army's policy regarding participation in extremist organizations or activities
 - f. Any relief for cause NCOER or OER
 - g. Previous separation from any service for any Type I offense or multiple Type II offenses
 - h. Currently Flagged, Barred to reenlistment, or coded with any information indicating legal investigation is underway

i. Pending MEB/PEB/MAR2

(8) Formal training (successful completion of the MOS 79T Recruiting and Retention Course conducted under the auspices of the Recruiting and Retention School) is mandatory.

Enlisted personnel who do not possess the MOS may be considered for retraining if they are eligible for entry into the required MOS and meet all other requirements under AR 611-21 (See Below). Applicants without the required MOS, if selected, must agree in writing to attend 79T school within 6 months of hire date and obtain the required MOS within 12 months. Failure to successfully complete training within 12 months or complete formal training may cause immediate removal from AGR status.

PHYSICAL REQUIREMENTS FOR MOS

1. Occasionally stands or sits for a period of 8 hours duration.
2. Must possess manual dexterity in both hands.
3. Frequently reviews documents and records/correspondence.
4. Frequently engages in verbal conversation.
5. Must not possess obviously distracting physical characteristics or mannerisms

ADDITIONAL REQUIREMENTS:

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. Individual must demonstrate a positive attitude and be enthusiastic about performing ARNG Recruiter duties. Must have knowledge of the organization, mission and operation of the ARNG. 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. Must immediately attend and graduate ARNG Recruiter course to retain this position.
2. All applicants meeting initial screening criteria will be interviewed. An AGR Selection board will interview all eligible applicants in person (at applicant's expense).
3. 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).
4. Attached to application is MCIC Waiver Form that needs to be completed and sent back to HRO with packet.

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.

