

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

<b>Announcement Number:</b>	<b>15-009</b>
<b>Date of announcement:</b>	<b>25 November 2014</b>
<b>Closing Date:</b>	<b>15 December 2014</b> (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
<b>Start Date No Later Than:</b>	N/A
<b>Position Description &amp; #:</b>	991 <sup>st</sup> Personnel Officer/ ACE Element OIC
<b>Duty Location:</b>	Reno, Nevada
<b>Unit/UIC/Para/ Line Number:</b>	991 <sup>st</sup> W78SAA
<b>Area of Consideration:</b>	<b>Statewide*</b> ; <b>Current members of the Nevada Army National Guard</b>
<b>Grade:</b>	Officer, Min O-2/1LT -Max O-3/CPT
<b>Branch:</b>	<b>15A or 15B REQUIRED MUST CURRENTLY HOLD 15A or 15B TO APPLY</b>
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	3 years
<b>Human Resources Point of Contact:</b>	1SG Anderson at (775) 887-7391/DSN 530-7391 <a href="mailto:troy.h.anderson.mil@mail.mil">troy.h.anderson.mil@mail.mil</a>
<b>Unit Point of Contact:</b>	LTC Krueger at (775) 384-5800 / DSN 530-5800 <a href="mailto:john.m.krueger.mil@mail.mil">john.m.krueger.mil@mail.mil</a>
<b>NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.</b>	

**15-009**

**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.ngbpcdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpcdc.ngb.army.mil/forms/ngbf34_1.htm) .
2. 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.
3. 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.
4. Initial **Photograph: Current within One Year**
  - 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).
5. Initial Last five OERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of OERs (may apply to newly appointed commissioned officers).
6. Initial Validated copy of ORB
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 memo from security manager- must have NACLIC 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 from Chain of Command or civilian degrees.
12. 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).**
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 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:** Develops, implements and evaluates the administration and personnel policies for the organization. Serves as the primary advisor for the command in the areas of legal, medical, and personnel actions. Makes decisions based on the commander's guidance and intent in the area of personnel and administrative management. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative and personnel activities. Assists in the preparation for and executives command level inspections in the area of personnel and administration. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. Oversees and reviews unit level feeder reports. Analyzes and/or prepares the personnel readiness areas of the organizational readiness report. Reviews, analyzes, and provides recommendations relative to proposed MTOE and/or force structure changes to determine the impact on personnel authorizations.

(2) Reviews legal documentation and provides recommendations for appropriate actions and/or

forwarding to higher headquarters. Ensures the execution of the command level guidance for implementation for the implementation of the Enlisted Promotion Management System (EPMS). Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Ensures the timely completion of military personnel evaluation reports. Responsible for planning and coordinating health service support (i.e. annual medical certification, vaccinations, physicals, profiles, medical review boards, etc.) for the command.

(3) Coordinates and assists in developing plans for recruiting and retention within the command. Analyzes the personnel portion of the organizational readiness report and determines critical needs and priorities for the strength management program. Provides guidance to staff officers, commanders and full time employees on policy and procedures changes concerning areas of strength management. Manages and reports information in regards to personnel accessions, retention, participation, and attrition. Develops and institutes the officer and warrant officer accession plan to include state and federal officer and warrant officer commissioning programs, direct commissions, interstate transfers, and other component transfers. May serve as a liaison with representatives of the Army Reserve Officer Training Corps (ROTC) for officer accessions. Provides initial entry training. Serves as the liaison between state and unit level recruiting efforts/teams.

4) Plans, organizes and assigns work to employees engaged in administrative and personnel work assigned at the command level. Provides technical assistance and guidance to organizational personnel and administrative employees. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Approves/disapproves leave. Receives and resolves or participates in the resolution of grievances, or forwards to higher-level management for resolution. Formulates plans for equal treatment of all employees. Assures position descriptions are accurate. Informs employees of all aspects of personnel programs of the installation, either answering routine questions or obtaining information from specialist when technical answers are required.

(5) May be required to represent the National Guard and the Unit Commander in the community. Provides personnel and administration for community activities such as parades, celebrates, military funerals, etc. Coordinates with civic organizations and school officials for such things as communities support projects, natural disaster or civil disturbance planning. Monitors the use of facilities for military training and recruiting in conjunction with community activities. Coordinates the security of the facilities. Submits to local news media articles, stories, announcements or advertisements designed to make the public aware of the National Guard and their role in community, state and national defense.

**MOS QUALIFICATION REQUIREMENTS:**

**15A or 15B REQUIRED MUST CURRENTLY HOLD 15A or 15B TO APPLY**

**ADDITIONAL REQUIREMENTS:**

Assist the BN commander and 991<sup>st</sup> MFB AO in daily tasks and readiness for the 991<sup>st</sup> Aviation Control Element (ACE). Serve as the primary full time military representative for this organization. Responsible for full time readiness of ACE to include the oversight of S-1, 3, and 4 functions per the unit and BN command team's intent. Successful applicant will demonstrate a history of capability developing plans and orders, briefings, and staff summaries, as well as success performing other doctrinal staff functions. Officer must be a rated aviator current in one of the aircraft authorized for the NVARNG. Status as Pilot in Command and completion of detachment / company command are preferred. Will perform other duties as assigned.

**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.