Statewide Announcement is made of the following Active Duty for Operational Support (ADOS) Position in the Nevada Army National Guard

Announcement Number:	15- 048
Date of announcement:	**19 Aug 2015**
Closing Date:	**19 Sep 2015** (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:	**ON OR ABOUT 1 JAN 16**
Position Description & #:	Human Resource SGT ADOS/ FTE OML
Duty Location:	Statewide
Unit/UIC/Para/ Line Number:	17th Sustainment Brigade
Area of Consideration:	**Statewide* current members of the Nevada Army National Guard may apply.**
Grade:	Enlisted, Min E-4/SPC-Max E-8/MSG
MOS:	**42A PREFERRED BUT NOT REQUIRED**
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	Funding dependent
Human Resources Point of Contact:	Joseph Henle at (775) 887-7391 / joseph.a.henle.mil@mail.mil
Unit Point of Contact:	COL Wishart at (775) 887-7320/ eric.g.wishart.mil@mail.mil
NOTE: *Statewide means: Current members of the Nevada Army National Guard AGR's Technicians or Traditional Soldiers (M Day) may apply. This position is funding dependent and may be terminated if funding is no longer.	

15-048

HOW TO APPLY:

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

- ___Initial___Resume

- ___Initial___Photograph: Within One Year
  - Official Military Photo in Army Service Uniform. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo explaining why you do not have a dress uniform photo (if applicable).

- ___Initial___Last five DA Form 2166-8 (NCOER). Must show previous successful leadership experience. 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.

- ___Initial___Validated copy of ERB

- ___Initial___ Copy of current DA Form 705 (Army Physical Fitness Test Scorecard) with minimum of the last two scores.
  - **Must have successfully completed and passed most recent APFT within 6 months**. Ensure DA Form 705 states, "FOR RECORD GO".
  - **Must include any Medical Documents AS APPLICABLE** (Permanent Profiles, Retention Physical).

- ___Initial___DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve), Dated JUL 2010

- ___Initial___NGB Form 1058-1R, (Checklist for Determining the Approval Authority for Active Duty AD or Full-Time National Guard Duty FTNGD Special work long and short tours other than Active Guard Reserve), Dated JUL 02

- ___Initial___Retirement Points History Statement (RPAS) dated within 30 days.

- ___Initial___MEDPROS Printout (**MUST HAVE A PHA WITHIN 12 MONTHS OF PROPOSED START DATE**).

- ___Initial___Current Security Clearance Memo from security manager (**MUST HAVE SECRET**).

- ___Initial___Current DA 5500/5501 (If applicable)

- ___Initial___Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).

- ___Initial___ **Applicants email address:**_____ You will be contacted by email or phone for interviews.

CURRENT FEDERAL TECHNICIAN? CONTACT HRO TECH BRANCH @ (775) 887-7390

TRI CARE INSURANCE

IF SELECTED I WILL BE SELECTING (CIRCLE ONE) ***TRICARE PRIME***_____(INITIAL) ***OR TRICARE PRIME REMOTE***_____(INITIAL)
VISIT **www.hnfs.net/bene/enrollment/package/En_TPR.htm** TO CHECK ELIGIBILITY
IF TRICARE PRIME REMOTE IS SELECTED COMPLETE ATTACHED TPR FORM AND DISTRO TO TRICARE (SEE ATTACHED)
*SOLDIER WILL BE REQUIRED TO UPDATE STATUS IN DEERS TO ESTABLISH ELIGIBILITY.

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: The personnel administration specialist performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion St's or in other similar organizations, activities and units; and advises the commander, the staff, and unit soldiers on personnel matters, Duties for MOS 42A at each level of skill are:

(1) Skill Level 1. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Pre pares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for soldiers on local promotion standing lists. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel Security Clearances,

training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unit administration.

Prepares SIDPERS input and control data, generates SIDPERS input that applies to unit level, reads interprets, and reconciles SIDPERS generated reports pertinent to unit level, deter mines reportable changes, category, duty status codes, and other documentation required for SIDPERS transactions. Prepares personnel accounting and strength management. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts, Requisitions and maintains office supplies, blank forms, and publications. Type's military and nonmilitary correspondence in draft and final copy. Prepares and maintains functional files per ARIMS. Prepares reports on strength levels and status of personnel.

Evaluates personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Processes centralized and decentralized promotions and reduction actions. Processes classification/reclassification actions. Prepares orders and request for orders. Prepares and maintains officer and enlisted personnel records. Prepares and reviews personnel casualty documents. Monitors suspense actions. Initiates, monitors, processes personnel evaluations. Transfers records. Processes personnel for separation and retirement. Processes and executes Personnel Service Center SIDPERS level procedures and actions. Processes applications for OCS, warrant officer flight training, or other training. Processes recommendations for awards and decorations, Processes bars to reenlistment, suspension of favorable personnel actions. Initiates action for pass ports and visas.

Processes requests and pre pares identification tags and cards. Monitors appointment of line of duty, survivor assistance, and summary court officers, Processes line of duty investigations. Prepares letters of sympathy to next of kin. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications. Prepares and maintains functional files per ARIMS. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts,

(2) Skill Level 2. Performs duties shown at preceding skill level and provides technical guidance to subordinate soldiers in accomplishment of these duties.

(3) Skill Level 3. Performs duties of and supervises the functions of the preceding skill levels, Supervises specific personnel functions in a small personnel office, Battalion SI and personnel services support activity. Advises commanders on soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Re views and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Reviews cyclic and other reports to assess systems performance. Maintains liaison with servicing data processing facility and field managers of interfaced systems.

(4) Skill Level 4. Supervises small personnel office, specific personnel functions, Battalion SI and personnel services support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product. Advises commander, adjutant and other staff members on personnel administration activities.

(5) Skill Level 5. Performs duties of and supervises at preceding skill level including quality assurance, in a large personnel activity, while performing specialized or all-encompassing personnel functions.

MOS QUALIFICATION REQUIREMENTS:
42A Required. Must currently hold 42A to apply. **Must be able to maintain Secret Security Clearance.** **FEMALES WILL BE REQUIRED TO PRESENT NEGATIVE PREGNANCY TEST 15 DAYS PRIOR TO BEGINNING TOUR IF SELECTED (MUST BE SIGNED BY HEALTH CARE PROVIDER OR MEDICAL DETACHMENT**
ADDITIONAL REQUIREMENTS:
Must have access to G1 Systems
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.