

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

<b>Announcement Number:</b>	15-054
<b>Date of announcement:</b>	<b>1 Sep 2015</b>
<b>Closing Date:</b>	<b>15 Sep 2015</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>	<b>ON OR ABOUT 1 OCT 15</b>
<b>Position Description &amp; #:</b>	Military Funeral Honors Support Member ADOS/ FTE OML
<b>Duty Location:</b>	Reno/Carson City, NV
<b>Unit/UIC/Para/ Line Number:</b>	Military Funeral Honors
<b>Area of Consideration:</b>	<b>Statewide* current members of the Nevada Army National Guard may apply.</b>
<b>Grade:</b>	Enlisted, Min E-1/PVT-Max E-4/SPC
<b>MOS:</b>	<b>Not MOS specific</b>
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	Funding dependent
<b>Human Resources Point of Contact:</b>	Joseph Henle at (775) 887-7391 / <a href="mailto:joseph.a.henle.mil@mail.mil">joseph.a.henle.mil@mail.mil</a>
<b>Unit Point of Contact:</b>	CSM Rogers at (775) 887-7359 / <a href="mailto:mark.d.rogers24.mil@mail.mil">mark.d.rogers24.mil@mail.mil</a>
<b>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.</b>	

**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 Letter of recommendation from unit 1SG or Readiness NCO.
- 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](http://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:** Team members will work directly for their respective Team Leaders within an assigned geographic area in the State. All members will abide by the provisions of the Honor Guard SOP and all the regulations and policies governing the SOP.

- (1) Skill Level 1. Responsible for participating with Honor Guard teams within their geographic AOR.
- (2) Skill Level 2. Maintain proper military decorum and display appropriate professionalism.
- (3) Skill Level 3. Maintain Height and Weight standards; failing to do so could result in dismissal from the program.
- (4) Skill Level 4. Maintain neat and clean uniforms for all MFH missions, IAW HG SOP & AR 670-1.

- (5) Skill Level 5. Participate in all training requirements and exercises for performance of MFH ceremonies, in compliance with state and federal guidelines.
- (6) Skill Level 6. Maintain accountability and serviceability for all Honor Guard team equipment, which includes, but not limited to: GSA vehicle(s), training casket(s), Bugles(s), cell phone(s), etc. as assigned.
- (7) Skill Level 7. Assists the State Coordinator and Team Leader in the AOR recruiting effort.
- (8) Skill Level 8. Responsible for other MFH duties as assigned.
- (9) Skill Level 9. Serve as an alternate Budget Assistant
- (10) Skill Level 10. Serves as a point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance.
- (11) Skill Level 11. Collects data from various sources for statistical purposes regarding Funeral Honors and Casualty Assistance, for projecting budgetary requirements.
- (12) Skill Level 12. Maintains files and libraries of current funeral/casualty material including policies, procedures, and guidance from Department of Defense (DOD), NGB, Regional CAC, and the Veterans Administration (VA).
- (13) Skill Level 13. Serves as Military Funeral Honor Human Resource Assistant. Accepts missions for MFH, assigns missions to area coordinators throughout the state, and deals directly with funeral home directors to coordinate support.
- (14) Skill Level 14. Prepares pay documentation for MFH. Prepares TL's for pay, ensures pay is followed up and paid on time, and researches and corrects any pay errors.
- (15) Skill Level 15. Maintains Government Purchase Card. Makes necessary purchases for administrative support utilizing Government Credit Card, maintains transaction log of all purchases with credit card, and updates subprogram manager monthly after reconciliation process.
- (16) Skill Level 16. Maintain a working knowledge in using AFCOS to request orders, input budget reservations and obligations, and to track budget balances.

**MOS QUALIFICATION REQUIREMENTS:**

**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 possess the ability to obtain and maintain a valid state vehicle operator's license and Defensive Driving Certificate.

Must be capable of working independently with little supervision.

Must possess the knowledge of applicable military regulations, policies, and directives pertaining to MFH ceremonies.

Must possess the knowledge of military drill & ceremonies techniques.

Must possess a skill in handling and using firearms.

Must possess the ability to communicate clearly and effectively.

Must possess the ability to travel extensively in the performance of their assigned duties.

Must possess the ability to work outdoors, in extreme weather conditions and irregular hours.

Must be able to obtain a Government Purchase Card.

**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.