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

Announcement Number:	15-055
Date of announcement:	**1 Sep 2015**
Closing Date:	**15 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 OCT 15**
Position Description & #:	Military Funeral Honors Support Member ADOS/ FTE OML
Duty Location:	Las Vegas, NV
Unit/UIC/Para/ Line Number:	Military Funeral Honors
Area of Consideration:	**Statewide* current members of the Nevada Army National Guard may apply.**
Grade:	Enlisted, Min E-1/PVT-Max E-5/SGT
MOS:	**Not MOS specific**
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:	CSM Rogers at (775) 887-7359 /mark.d.rogers24.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___ 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** 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.

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.