

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

Announcement Number:	16-004
Date of announcement:	27 October 2015
Closing Date:	10 November 2015 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	15 December 2015
Position Description & #:	State Partnership Program NCOIC
Duty Location:	Carson City, Nevada
Unit/UIC/Para/ Line Number:	JFHQ/ W8AQAA/ TBD
Area of Consideration:	Statewide* ; Current AGRs of the Nevada Army National Guard- (post initial tour)
Grade:	E5-E7
Branch:	MOS immaterial, but must be MOS qualified
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	Must complete 3 years in this position
Human Resources Point of Contact:	CW2 Joe Sherych at (775) 887-7384 / DSN 530-7384 or joseph.sherych.mil@mail.mil
Unit Point of Contact:	Major John Brownell (775) 232-1919 or john.e.brownell.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

16-004

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.ngbpd.c.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 NCOERs. 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 ERB
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 or civilian degrees.
12. Initial All DD Form 214 (s), DD Form 215 (s) and NGB Form 22 (s) covering any active duty period **(copy must include bottom portion that identifies SPD Code). DD 214 SERVICE -4 will have SPD 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-AGR,
2460 Fairview Drive, Carson City Nevada 89701-5502.**

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major Duties:

Responsible for coordination of the preparation of all country clearance messages event travel, and support requirements, to include the number of people traveling, dates, air/ground transportation, meals, and hotels. Serves as the point of contact for scheduled training/educational activities throughout the state for multiple annual events with partner country and or countries. Ensures U.S. personnel deploying to partnership country receive proper security and customs orientation briefings.

--Coordinate all logistical, administrative, and transportation requirements for each event both in state and country. All logistical, administrative, and transportation arrangements are coordinated for the executors of the event so that minimal impact is felt by the team performing the duties. Submit all request for orders (RFO's) in a timely manner and ensure all travel and pay vouchers are submitted with five days of event completion. Provide a briefing on expectations, rules and

regulations, and cultural awareness to each member of the event team prior to departure when practical.

--Coordinate all events with the State Public Affairs Officers. Promote the involvement of the state with the State Partnership Program Work in partnership with the PAO to enhance the public perception and awareness of US efforts to build partnership capacity.

--May be subject to inspection/evaluation by COCOM or NGB.

--Responsible for submission of military interdepartmental purchase request, which is used to send funds from theater command to state for travel/per diem of National Guard personnel.

--Knowledge of statewide operations and DoD directives, policies, and laws concerning the State Partnership Program.

--Must be knowledgeable of the state mobilization process.

--Must possess a significant knowledge of, or be experienced with, U.S. military joint operations.

--Ability to independently analyze and resolve difficult issues and problems in the assigned area of responsibility.

--Knowledge of a variety of aspects of management principles, practices, methods, techniques, and precedents in order to plan, organize, and advise upper level management officials engaged in a variety of military missions.

--Knowledge of major issues, (to include historical, economic, political, and military issues), program goals and objectives, work processes, and administrative operations of the partner nation and its ministry of defense.

--Ability to handle a broad spectrum of cultural differences.

--Ability to communicate effectively both orally and in writing.

--Ability to understand the ARNG/ANG orders process.

--The work is sedentary in nature with occasional standing, walking, bending, and light lifting required. The work of the position does not impose any unusual physical requirements.

--The work of the position is normally performed in a well-lighted and ventilated office environment. Travel to military units throughout the state may be required, as well as travel out of state or overseas, which may be frequent at times. Immunizations must be current. Possession of a current and valid U.S. passport is mandatory.

--Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

[Redacted]

ADDITIONAL REQUIREMENTS:

[Redacted]

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.