

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

<b>Announcement Number:</b>	16-013
<b>Date of announcement:</b>	17 Nov 15
<b>Closing Date:</b>	17 Dec 2015 (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>	State Wide Order of Merit Listing for FY 16
<b>Position Description &amp; #:</b>	42A Human Resource SGT / FTE OML
<b>Duty Location:</b>	Statewide
<b>Unit/UIC/Para/ Line Number:</b>	Statewide
<b>Area of Consideration:</b>	Statewide* current members of the Nevada Army National Guard may apply.
<b>Grade:</b>	Enlisted, Min E-4/SPC-Max E-6/SSG
<b>MOS:</b>	42A PREFERRED BUT NOT REQUIRED
<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>	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>	CW2 Joe Sherych at (775) 887-7384/ <a href="mailto:joseph.sherych.mil@mail.mil">joseph.sherych.mil@mail.mil</a>
<p><b>NOTE: *Statewide means: Only current members of the Nevada Army National Guard, AGR's, Technicians or Traditional Members may apply.</b></p> <p>*An OML (Order of Merit List) will be created by the selection board, comprised of qualified applicants in descending order of overall applicant board score. Unit Vacancies identified in the above areas will be filled from this OML until exhausted, one year has elapsed, or the conduction of a new OML board.</p> <p style="text-align: center;"><b>This will be the only 42A/Human Resource announcement for FY 16</b></p>	

**16-013**

**HOW TO APPLY:**

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

- Initial NGB Form 34-1, dated 20131111, must be complete with signature (Available on NGB Forms) [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
- 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.
- 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.
- Initial Memorandum through unit Commander/AO stating Soldier is not Flagged nor has any Adverse Actions Pending.
- 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 to President of the Board 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”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
- Initial Retirement Points History Statement (RPAS) dated within 30 days.
- Initial Personnel Qualification Record (PQR) dated within 30 days.

- Initial Current security clearance memo from security manager- must have NACLIC Secret or be eligible to obtain Secret.
- Initial DD 1966-1 or Recruiter's Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Needed to verify ASVAB/AFCT scores.
- Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
- 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).**
- Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Education 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](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:** 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. Prepares, 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, determines 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. Types 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 prepares 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. Reviews 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:**

- 1. Must be able to maintain Secret Security Clearance.**
- 2. Must be able to become 42A qualified within one year of hiring date.**

**ADDITIONAL REQUIREMENTS:**

**Must be able to obtain access to G1 Systems after selection**

**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.