

Statewide Announcement is made of the following Vacant Warrant Officer Positions in the Nevada Army National Guard

Announcement Number:	16-020
Date of announcement:	11 December 2015
Closing Date:	11 January 2016 (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:	TBD
Position Description & #:	420A - Human Resources Technician: Warrant Officer (OML)*
Duty Location:	Statewide/ PCS Funds Provided
Unit/UIC/Para/ Line Number:	TBD
Area of Consideration:	Statewide*; Current members of the Nevada Army National Guard
Grade:	Warrant Officer
MOS:	420A (42A, 42F, 42L) http://www.usarec.army.mil/hq/warrant/
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 Year Initial Tour
Human Resources Point of Contact:	CW2 Joe Sherych at (775) 887-7384 / DSN 530-7384 joseph.sherych.mil@mail.mil
Unit Point of Contact:	CW5 James Baumann at (775) 887-7316 / DSN 530-7316 james.f.baumann.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Traditional Soldiers (M-Day) and Technicians may apply.	

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 that 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 Memorandum through unit Commander/AO stating Soldier is not Flagged nor has any Adverse Actions Pending.
5. 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).
6. 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.
7. Initial Validated copy of SRB
8. 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).
9. Initial Retirement Points History Statement (RPAS) dated within 30 days.
10. Initial Personnel Qualification Record (PQR) dated within 30 days.

11. Initial Current security clearance memo from security manager- must have NACLIC Secret or be eligible to obtain Secret.
12. 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.
13. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
14. 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).**
15. Initial Copy of documentation showing military education completed for MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
16. Initial **Applicants email address:** _____ You will be contacted by email or phone for interviews.

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

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 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.

BRANCHES AND FEEDER MOS:

420A (42A, 42F, 42L)

MOS QUALIFICATION REQUIREMENTS:

420A - Human Resources Technician

Duties:

Human Resource Technicians manage functions, which support the Army's Human Resource (HR) Personnel Management systems. HR Technicians perform duties as Chief of a Section in any HR Technical and Joint Field of Operations. An HR Technician serves in a BCT (UA); Brigade/Battalion; Division/Corps, ASCC, HRSC and higher echelons within the Army structure. Monitors input into all primary HR Information Systems which include but are not limited to eMILPO, Integrated Personnel and Pay System (IPPS-A), TOPMIS; EDAS, COPS; SIDPERS (NG); RCAS; RLAS; DTAS, and DCIPS. Must be proficient in and manage basic office automation (e.g. Word, Excel, Power-Point, and Access). Supervises and military and civilian personnel on specialized administrative actions and related duties.

Makes decisions based on a variety of information sources; interprets regulations to include deciphering MILPER/ALARACT messages for individuals, subordinates, commanders, and directors. Initiates and prepares correspondence in response to requests for information, policy, or guidance. Monitors and manages the full spectrum of HR for the Combatant Commander to include Strength Management, Postal, Casualty and Replacement Operations, and Reassignments. Duties could also include all types of orders processing, Awards, Evaluations, Promotions, DEERS/Rapids, Military Pay Functions, Sponsorship Program, Integrated Disability Evaluation System (IDES), In/Out processing functions and Records Management.

****Final Selection will be based off of Acceptance by the Adjutant General Warrant Officer Recruiting Branch from the following Predetermination Packet****

Enlisted AGR Soldiers will not be automatically converted to officer or warrant officer AGR positions by virtue of completion of the appropriate courses. Eligible enlisted AGR Soldiers must apply, compete, and be selected for AGR officer and warrant officer positions. Entry-level officer and warrant officer positions should be announced to current officers, warrant officers and those enlisted Soldiers who meet the criteria for appointment. A statement from the State G-1 office certifying that the Soldier meets the criteria for appointment (direct commission, enrollment eligibility in officer candidate school (OCS), approved predetermination packet for warrant officer candidate (WOCs), etc.) will be submitted with the application.

All documents should be legible, single-sided, and in the following order:

Predetermination Packet:

NGB FORM 62E

CCWO Letter of Recommendation (include request for prerequisite waivers) (USAREC Form 3.3)

Senior Warrant Officer Letter of Recommendation (USAREC Form 3.3)

Company Commander Letter of Recommendation (or applicable Company Grade UCMJ authority) (USAREC Form 3.3) with the following statement is required in the initial command letter:

“I CERTIFY THAT (NAME & _RANK) SUCCESSFULLY PASSED THE ARMY PHYSICAL FITNESS TEST CONSISTING OF PUSH-UPS, SIT-UPS AND THE TWO MILE RUN WITH A SCORE OF (SCORE) ON (DATE); THE VERIFIED HEIGHT IS (FEET & INCHES) AND THE VERIFIED WEIGHT IS (LBS).”

Battalion Commander Letter of Recommendation (or applicable Field Grade UCMJ authority) (USAREC Form 3.3)

Resume (USAREC Form 3.2) ERB or ORB for MOS Redesignation Evaluations (All NCOERs and all AERs (1059s) in order newest to oldest) Security clearance verification memorandum or JPAS statement College Transcript(s)* (see USAREC website)

Copies of Professional Certificates (Licenses or Certificates issued to Engineers, Mechanics, etc)

APFT Scorecard (DA Form 705) (12 months for M-DAY, 6 months for AGR)

Body Fat Worksheet (DA Form 5500/5501) (if applicable)

Other/Supporting Documentation:

Other documents from OMPF not included on ERB (awards, certificates)

English credit document – if required (see USAREC website)

TABE (Test of Adult Basic Education) score document – if required (see USAREC website)

Request for Prerequisite Waiver (see USAREC website)

420A prerequisites (Reserve Component):

- Grade: SGT or above – E-5 applicant's packets must meet the prerequisites shown below. ALC/BNCOC, evaluation and experience requirements will not automatically be waived due to an E-5's recent DOR.
- MOS: Applicants must have a Primary MOS (PMOS) of 42A/F/L.
- All applicants for NG Recruiter (79T/V) positions must have secondary or additional MOS and NCOER experience in the 42 series MOS.
- Applicants that have served successfully as a **Readiness NCO** with strong HR comments documented in evaluations will be taken into consideration as long as all other prerequisites are met.
- Note: Applicants must have one of the above feeder MOSs. Applicants that can show Army HR experience without award of the required feeder MOS must submit strong unit justification as to why applicant has not or cannot be awarded feeder MOS.
- Full-time Unit Technicians (GS/AGR) – Consideration will be given to applicants with at least 5 years of outstanding documented and evaluated Human Resource (HR) experience. Copies of evaluations documenting HR experience must be submitted.
- Official DA Photo
- Military Education: Military Education: Applicants, at a minimum, must be a 42A ALC/BNCOC Graduate. A waiver could be granted by the CWOAGC/AG Proponent Warrant Officer on a case-by-case basis for successful completion of the Brigade S1 Course and/or the HR Plans and Operation Course and/or the Human Resources Management Qualification Course.
- Civilian Education: 30 semester hours of college with a minimum of six (6) semester hours of college level English included from an accredited academic institution. Speech and public speaking courses are not considered as meeting this requirement even if administered by the English department of an institution. Successful completion of the CLEP general examination in English or an undergraduate degree is the only acceptable alternatives. Transcripts comprised of only military training credit are not acceptable. Applicants must obtain credit from an accredited college. The Department of Education maintains a database of accredited postsecondary education institutions and programs at <http://ope.ed.gov/accreditation/>.
- Experience: Possess a minimum of three (3) years HR operational experience, of which 18 months specifies leadership experience supervising Soldiers, in Human Resource operations that are documented on NCOERs.
- Submit all Evaluations: Submit evaluations reflecting a minimum of 36 months in HR Operation with at least fully capable performance ratings.
- Must possess a Letter of recommendation from a Senior Human Resource Technician (CW3-CW5), assigned to the applicant's organization, that attests to your technical and tactical competence in CMF 42. In organizations where no Senior Human Resource Technician is assigned, a letter of recommendation from a Senior Human Resource Technician assigned to the applicant's installation will also meet this requirement.
- Substitution of Experience: Practical experience acquired from military/civilian positions may be substituted provided the experience is documented by employee evaluations and determined to be equivalent to military experience. A portion of practical experience requirement may be waived for applicants who have a degree in Human Resource Management or Business Administration from an accredited academic institution. Credit can be granted as follows:
 - A Bachelor degree may offset up to 1 years of practical experience
 - A Master degree may offset up to 2 years of practical experience
 - Applicant's grade point average (GPA) must be at least 2.0 on a 4.0 scale to qualify for experience substitution and must be indicated on school transcript.

- APFT: A request for APFT (three-event) waiver must be submitted when applicant performs less than all three (3) PT events. Copy of a current DA Form 5500 must also be submitted when applicants does not meet weight requirements.
- Meet the minimum eligibility requirements of NGR 600-101 para 2-7

Preferred Prerequisites:

- Associate Degree from an accredited college or university.
- Have 6 hours of documented computer training as evidenced on official transcripts or training certificate.
- Proficiency in MS Word, Excel and PowerPoint is preferred.

<http://www.usarec.army.mil/hq/warrant/prerequ/WO420A.shtml>

- **THIS AREA WILL BE COMPLETED AFTER PACKET IS SUBMITTED TO HRO**

This section is to be completed and authenticated by the Warrant Officer Strength Manager (WOSM)

Soldier Meets the criteria for Appointment: YES / NO

CERTIFYING OFFICIAL: CW3 Karen Harris

SIGNATURE:

DATE:

PHONE / EMAIL: 775-887-7360 / karen.r.harris12.mil@mail.mil

This section is to be completed and authenticated/reviewed by the Command Chief Warrant Officer (CCWO)

REVIEWER: CW5 James Baumann

SIGNATURE:

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, 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, and Qualifications for entry in the AGR Program for eligibility requirements. If an AGR enlisted Soldier serving in their initial tour is selected for entry into an AGR tour as an officer or warrant officer, a new initial three-year tour will be initiated. If an AGR enlisted Soldier in career status is selected for entry into an AGR tour as an officer or warrant officer, the Soldier will retain career status.

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.