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

Announcement Number:	**16-022**
Date of announcement:	**29 Dec 15**
Closing Date:	**29 JAN 16** (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:	**N/A**
Position Description & #:	Recruiting NCO, Statewide (OML)
Duty Location:	Statewide
Unit/UIC/Para/ Line Number:	Recruiting and Retention, W905AA
Area of Consideration:	**Statewide*; Current members of the Nevada Army National Guard**
Grade:	Enlisted, Min E-5/SGT-Max E-6/SSG
MOS:	79T Preferred but not required, Must be eligible to become 79T (See MOS requirements below)
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SMSgt Joseph Henle (775)-887-7391/ DSN 530-7391 joseph.a.henle.mil@mail.mil
Unit Point of Contact:	CSM Rogers (775) 884-8583 /DSN 530-8583 mark.d.rogers24.mil@mail.mil

NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty, Technicians or Traditional Soldiers (M Day) may apply.

NOTE: * 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.

16-022

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.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm

2. ___Initial___Biographical Sketch, IAW NGR 600-200

3. ___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.

4. ___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.

5. ___Initial___Memorandum through unit Commander/AO stating Soldier is not Flagged nor has any Adverse Actions Pending.

6. ___Initial___Photograph:

- 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).

7. ___Initial___Last five NCOERs 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 (may apply to newly promoted E-5s).

8. ___Initial___Validated copy of ERB

9. ___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).

10. ___Initial___Retirement Points History Statement (RPAS).

11. ___Initial___Personnel Qualification Record (PQR).

12. ___Initial___Current security clearance, JPAS printout **or** memo from security manager- must have NACLC Secret or be eligible to obtain Secret.

13. ___Initial___Certified copy of ERB or 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 (Not required for Current Officers).

14. ___Initial___Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.

15. ___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).**

16. ___Initial___Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).

17. ___Initial___Copy of valid Civilian Drivers Licenses.

18. ___Initial___NCIC Waiver form (at bottom of advertisement)

19. ___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 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: Recruits and retains qualified soldiers for entry into the Army National Guard in accordance with applicable regulations. Supervises recruiting and retention activities.

(1) *Skill Level 1-4*. MOSC 79T10-79T4O. Prospect for leads. Prepare a prospect card. Refines leads. Conduct a school program. Determine basic enlistment eligibility. Pre-qualifies an individual for enlistment. Determine eligibility for extension

or immediate reenlistment. Conduct enlistment, attrition management and retention interviews. Explains the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, employer support and reemployment rights. Evaluate unit sponsorship program. Brief applicant on MEPS processing. Prepares and completes an enlistment packet. Counsel an applicant. Operate Guard Accession Information Network System. Establish media contacts. Conduct direct mail campaigns. Evaluate the unit's retention environment. Explain strength maintenance recognition programs. Conduct a strength maintenance interview and briefing. Develop a time management work plan. Train unit first line leaders on career planning. Reviews request for separation/transfer/discharge. Review extension/immediate reenlistment procedures. Identifies alternatives to separation/transfer/discharge. Evaluate retention data, forms and files. Analyze unit pay and performance data. Initiate security for family assistance operations. Explain the National Guard Family Program. Identifies resources for family assistance. Provide referral services for family members. Prepare DD Form 1172 for DEERS enrollment, issues ID cards for family members during mobilization. Develop a state marketing plan. Prepares and advertising budget. Determine regulatory requirements for advertising. Write recruiting and retention advertising copy and script.

MOS QUALIFICATION REQUIREMENTS:

79T Preferred but not required, Must be eligible to become 79T and be able to obtain Secret Security Clearance

Physical demands rating and qualifications for initial award of MOS.

(1) A physical demands rating –N/A.

(2) A physical profile, of 132221,

(3) A minimum score, of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(4) A minimum score, of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.

(5) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, 601-280, and AR 135-18 as applicable.

(6) Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.

(7) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

a. Any credible evidence of criminal activity involving a sexual harassment; sexual assault (Article 80, 120, and 125); family member or child abuse; pandering; prostitution; criminal offense related to pornography (Except Article 92 violations) incest, bestiality, adultery, sexual activity with a subordinate or fraternization, stalking

b. Credible evidence of criminal activity involving drug abuse (Use, possession, distribution, manufacturing), to include prescription medication and synthetic drugs

c. Adversely adjudicated action involving larceny/theft/fraud

d. Any court-martial conviction in a Soldier’s career

e. Conduct in violation of Army’s policy regarding participation in extremist organizations or activities

f. Any relief for cause NCOER or OER

g. Previous separation from any service for any Type I offense or multiple Type II offenses

h. Currently Flagged, Barred to reenlistment, or coded with any information indicating legal investigation is underway

i. Pending MEB/PEB/MAR2

(8) Formal training (successful completion of the MOS 79T Recruiting and Retention Course conducted under the auspices of the Recruiting and Retention School) is mandatory.

Enlisted personnel who do not possess the MOS may be considered for retraining if they are eligible for entry into the required MOS and meet all other requirements under AR 611-21 (See Below). Applicants without the required MOS, if selected, must agree in writing to attend 79T school within 6 months of hire date and obtain the required MOS within 12 months. Failure to successfully complete training within 12 months or complete formal training may cause immediate removal from AGR status.

PHYSICAL REQUIREMENTS FOR MOS

1. Occasionally stands or sits for a period of 8 hours duration.
2. Must possess manual dexterity in both hands.
3. Frequently reviews documents and records/correspondence.
4. Frequently engages in verbal conversation.
5. Must not possess obviously distracting physical characteristics or mannerisms

ADDITIONAL REQUIREMENTS:

Outstanding appearance, military bearing, professional conduct, high moral character and unquestionable integrity are required. Must be able to speak clearly and communicate effectively both orally and in writing. Individual must demonstrate a positive attitude and be enthusiastic about performing ARNG Recruiter duties. Must have knowledge of the organization, mission and operation of the ARNG. Ability to type 25 wpm is desirable. Ability to operate a personal computer with experience using Microsoft Office programs is preferred. Must be willing to work long irregular hours and travel on short notice as required. Demonstrate ability to perform and be:

1. A self-starter, capable of accomplishing multiple tasks while simultaneously meeting deadlines is a must. Must be highly self-motivated, well organized, creative, and work with minimum supervision. Must immediately attend and graduate ARNG Recruiter course to retain this position.

2. All applicants meeting initial screening criteria will be interviewed. An AGR Selection board will interview all eligible applicants in person (at applicant's expense).

3. 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 (if selected).

4. Attached to application is NCIC Waiver Form that needs to be completed and sent back to HRO with packet.

Positions of significant trust and authority (POSTA) requirements.

a. In accordance with HQDA EXORD 193-14 SCREENING OF SEXUAL HARASSMENT/ ASSAULT RESPONSE AND PREVENTION PROGRAM PERSONNEL AND OTHERS IN IDENTIFIED POSITIONS OF SIGNIFICANT TRUST, dated 26 July 2014. IAW ANNEX B of this EXORD the member must not have a Type I or Type II offense without approved waiver if a waiver is authorized.

b. Applicants for POSTA positions must meet all requirements listed below prior to becoming eligible for acceptance into the AGR program. If Applicants have favorable results in all State Level Checks, they can be hired in a temporary ADOS status until NGB Level Checks
are returned with favorable results. State Level Checks/Requirements (COL (O6) Appointing Authority):

(1) Must be able to produce a favorable National Agency Check with Law and Credit (NACLC).

(2) Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424).

(3) Must not be listed on the National Sex Offender Public Website, (http://www.nsopw.gov) verified and signed by the interviewing agency.

(4) Must provide written consent that authorizes Department of Defense to access criminal history record information for POSTA and receive favorable results from the Nationwide FBI Database digital fingerprint capture system check. This check is completed by the State Security Manager.

(5) Must complete a DD Form 369 for use in Police Records check.

(6) Must complete, and provide, a favorable Behavioral Health Interview (DA Form 3822).

(7) NGB Level Required checks (POC ARNG-GSS/HRP).

(8) The following must have favorable results showing no Type I or Type II offense as listed above. Department of Army Inspector General (DAIG), Criminal Investigation Division (CID), Office of Military Personnel File including Restricted Fiche Review (OMPF), Army Substance Abuse Program (ASAP)

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.

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.

Nevada National Guard
Provost Marshal Office
2460 Fairview Drive
Carson City, NV 89701

NCIC Waiver Form

PERSONAL IDENTIFICATION INFORMATION:

Name:_____
(LAST) (FIRST) (MIDDLE)

Any Other Name Used:_____
(LAST) (FIRST) (MIDDLE)

Date of Birth:_____ Social Security Number: _____Sex:_____

Race: _____ Height:_____ Weight: _____ Hair Color: _____ Eye Color:_____

Driver's License Number: _____State of Issue: _____ Expiration Date: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

In consideration for processing a request through the Defense Security Services, I, the undersigned, whose name and personal identification information voluntarily appears above, do hereby and irrevocably agree to the following:

1. I hereby authorize the Defense Security Services, its Records Division, and any other agency of criminal justice, to search for and release criminal history record information to the requestor named below. In giving this authorization, I expressly understand that the information may include information pertaining to notations of arrest, detainments, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agencies. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable. Further, I understand that the information may include similar information obtained from other local, state and federal criminal justice agencies and may include information pertaining to convicted person data, outstanding arrest warrants, missing persons, court stalking/restraining orders and orders for protection against domestic violence.

2. In giving the above authorization, I understand that all information provided to the requestor is confidential, as relating to a third party beyond that of the requestor, appropriate agencies of the State of Nevada Military Department, its officer(s), agent(s) and/or employees and of criminal justice agencies in the performance of their official duties, and may not be further disseminated without my expressed written permission or an order from a court of law having jurisdiction.

3. I understand that I may review and challenge the accuracy of any and all criminal history records which are returned to the requestor, and that the proper forms and procedures will be furnished to me by the Defense Security Services upon request.

4. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada Military Department, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the requestor for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada Military Department on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

Requestor: Provost Marshal's Office
Nevada National Guard
2460 Fairview Drive
Carson City, Nevada 89701

Applicant's Signature: _____

Address: _____

_____

Date: _____