

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

<b>Announcement Number:</b>	<b>16-028</b>
<b>Date of announcement:</b>	<b>20 January 2016</b>
<b>Closing Date:</b>	<b>4 February 2016</b> (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>	<b>1 March 2016</b>
<b>Position Description &amp; #:</b>	Adjutant General Executive Assistant, 0747157
<b>Duty Location:</b>	Carson City, NV
<b>Unit:</b>	HQ NVANG, Carson City, Nevada
<b>Area of Consideration:</b>	<b>Statewide*</b>
<b>Grade:</b>	Enlisted E-4/ SrA- Max E-6/ TSgt
<b>AFSC:</b>	<b>3S071 preferred; must be able obtain AFSC 3S0X1 within 1 year</b>
<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>	SMSgt Joseph Henle (775) 887-7391/DSN 530-7391 mailto:joseph.a.henle.mil@mail.mil
<b>Unit Point of Contact:</b>	CPT Marissa Wesley (775) 887-7296 /DSN 530-7296 <a href="mailto:marissa.l.wesley.mil@mail.mil">Email marissa.l.wesley.mil@mail.mil</a>
<b>NOTE:*</b> Statewide; Current member of the NVANG	

**16-028**

**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 original signature (Available on NGB Forms) [http://www.ngbpdcc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm)
2. Initial Physical:
  - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
  - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
  - 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. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPRs.
10. Initial Photograph:
  - Official Military BIO Photo in Dress uniform without headgear preferred. Photo in Airman Battle 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).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: \_\_\_\_\_  
(Applicants will be contacted by email or phone for interviews)

**Applications without all required supporting documents will not be considered and will not be returned. 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-AG**

**2460 Fairview Drive, Carson City Nevada 89701-5502**

**All applications must be received in the 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:**

1. **Major duties:** Assigned responsibilities include facilitating management processes by acting with authority and as an intermediary on delegated administrative support matters which require independent judgment, initiative and discretion in making determinations on varied problems and situations regarding issues of importance to the Adjutant General. Incumbents may work independently or serve as the Adjutant General Office manager and supervise lower level administrative support staff.
2. Provide executive assistance in resolving administrative question and issues not requiring the personal attention of the Adjutant General; act in an administrative liaison capacity in conferring with managers, government officials, and representatives of other organizations concerning the interpretation of rules and regulations related to program activities and operations; transmit directives, instructions and assignments; and follow up on status of assignments with department staff.
3. Read and screen incoming correspondence and reports; make preliminary assessment of the importance of materials based on instructions from the Adjutant General, agency activities, and the predetermined, ongoing priorities of the organization; resolve matters personally within parameters established by the executive, and forward materials to appropriate managers and staff for analysis and reply; follow up as required to ensure responses are timely and in conformance to established standards.

4. Receive and screen incoming calls and visitors; evaluate requests and inquiries; determine which are priority matters and alert the Adjutant General accordingly; make decisions to page or contact the executive at off-site locations in critical situations; make referrals to appropriate administrative staff or provide requested information as appropriate.
5. Maintain current knowledge of issues, problems, situations and activities of special interest to the Adjutant General regarding the organization as a whole and its divisions and programs; monitor media coverage and alert the executive to new developments or articles of interest.
6. Coordinate and facilitate the Adjutant General's calendar to schedule appointments and engagements; arrange conferences, meetings and hearings for commissions, boards, or other bodies; make travel, lodging and meeting room arrangements including public address systems, teleconferencing, refreshments, and other amenities; ensure agendas, background information, minutes and other pertinent materials are prepared and distributed; maintain official records of such meetings in the form of tapes, minutes or other media.
7. Compose correspondence and prepare administrative reports and/or financial records, relying on a variety of source material; respond to requests for information regarding programs and activities; provide administrative data, and communicate the activities, views, and commitments of the Adjutant General.
8. Review, proofread and edit documents prepared for the Adjutant General's signature; ensure work product quality and quantity control by reviewing documents, reports, forms, records, or other materials for content, completeness or accuracy; ensure proper grammar, punctuation, spelling and usage as well as appropriate distribution and archiving.
9. Respond to inquiries from external entities, exercising discretion in disseminating information; describe programs, functions and activities; explain established regulations, policies, and legislative proposals; evaluate new regulations or legislative proposals and potential ramifications in order to inform, update or advise departmental and outside personnel.
10. Participate in staff meetings; make assignments to program managers, based on the Adjutant General's instructions, for studies or projects involving such matters as program coordination, administrative policy, budget, internal controls, and report preparation; indicate nature of work required and due dates; record meeting minutes and transcribe.
11. Conduct research and studies relating to operations and procedures; gather, analyze and interpret data to develop recommendations on problems affecting programs, operations, and procedures; confer with managers regarding historical precedents, actions and justifications; upon approval, ensure the implementation of new procedures and inform managers of changes.
12. Schedule and coordinate the work activities for various administrative, secretarial and clerical support staff to facilitate the adherence to and accomplishment of work objectives; serve as supervisor or leadworker to subordinate personnel as assigned; train and orient staff to agency policies, standards and procedures; oversee and direct activities to ensure efficient and effective operation of the Adjutant General's office.
13. Participate in development of the executive office budget; prepare narrative and statistical justifications in support of requests for additional funding; monitor, review and approve expenditures within authority delegated by the Adjutant General and in accordance with established purchasing procedures; conduct research related to the cost, quality, applicability and effectiveness of new or improved office equipment and systems.
14. Organize and maintain confidential records and files for the executive; ensure the security of privileged information in accordance with State and federal laws and regulations; authorize access to information as appropriate.

15. Participate in the development and enhancement of automated systems, equipment and networks within the organization; provide input regarding current and anticipated administrative requirements; recommend additional equipment, system upgrades or other technological advancements.
16. Plan, organize, coordinate and oversee special projects and assignments relative to the organization as requested by the Adjutant General.
17. Perform related duties as assigned.

**AFSC QUALIFICATION REQUIREMENTS:**

**3S071 preferred but not required. Must be able to become 3S0X1 qualified. Failure to complete 3S0X1 course within 1 year will result in the termination of AGR tour.**

**Mandatory AFSC Entry Requirements:**

- ASVAB score - Admin 41
- Demonstrated Weight lift of 40lbs
- PULHES 333333

**ADDITIONAL REQUIREMENTS:**

**Duties and Responsibilities:** 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. Must have knowledge of the organization, mission and operation of the ANG. 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.
2. Military technicians who convert to AGR may not be able to convert back to technician status in the same position. Military technicians may not convert in place to AGR status.
3. All applicants meeting initial screening criteria will be interviewed. An AGR Selection board will interview all eligible applicants in person (at applicant's expense).
4. 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).
5. As a condition of employment, the selectee will attend all unit training assemblies and annual training with their unit as assignment. Wearing of the appropriate military uniform and maintaining prescribed standards of conduct and appearance are mandatory conditions of employment.
6. Availability of Permanent Change of Station (PCS) funds will be determined upon selection and are contingent on end of year funding levels.

**MINIMUM ELIGIBILITY CRITERIA:**

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted 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. The initial tour length is three years. 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 ANGI 36-101 for AGR accession 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.