

# 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- 031
<b>Date of announcement:</b>	<b>16 February 2016</b>
<b>Closing Date:</b>	<b>4 March 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>22 March 2016</b>
<b>Position Description &amp; #:</b>	Education Specialist/ NCO ADOS/ FTE OML
<b>Duty Location:</b>	G1, JFHQ, Carson City NV
<b>Unit/UIC/Para/ Line Number:</b>	N/A
<b>Area of Consideration:</b>	<b>Nevada Army National Guard Traditional (MDay) Soldiers may apply.</b>
<b>Grade:</b>	Enlisted, Min E-4/SPC-Max E-6/ SSG
<b>MOS:</b>	<b>MOS Immaterial</b>
<b>Salary:</b>	Full military pay and allowances depending on rank and longevity
<b>Initial Tour Length:</b>	30 September 2016; availability of funds
<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>	1LT Willis at (775) 887-7326/ <a href="mailto:amanda.e.willis.mil@mail.mil">amanda.e.willis.mil@mail.mil</a>
<b>NOTE:</b>	

**16-031**

**HOW TO APPLY:**

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

- Initial Resume
- Initial If applicable, last five DA Form 2166-8 (NCOER). Must show previous successful leadership experience. 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".
  - **Must include any Medical Documents AS APPLICABLE** (Permanent Profiles, Retention Physical).
- Initial DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve), Dated JUL 2010
- Initial NGB Form 1058-1R, (Checklist for Determining the Approval Authority for Active Duty AD or Full-Time National Guard Duty FTNGD Special work long and short tours other than Active Guard Reserve), Dated JUL 02
- Initial Retirement Points History Statement (RPAS) dated within 30 days.
- Initial MEDPROS Printout (**MUST HAVE A PHA WITHIN 12 MONTHS OF PROPOSED START DATE**).
- Initial Current Security Clearance Memo from security manager (**MUST HAVE SECRET**).
- Initial Current DA 5500/5501 (If applicable)
- Initial Applicants email address: \_\_\_\_\_  
Applicants phone number: \_\_\_\_\_

You will be contacted by email or phone for interviews.

## 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-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.**

### PRIMARY DUTIES AND RESPONSIBILITIES:

#### Major duties:

1. Provides oversight as an advisor and consultant serving all the Nevada Army National Guard personnel within a state for off duty civilian training and education. Program will include several different goal oriented programs depending upon the background and desires of the various guard members. The guards men may be pursuing programs at vocational, high school, baccalaureate, or post graduate level.
2. Assists military personnel whose records do not indicate successful completion of civilian education requirements for commissioning Officers, appointing or commissioning of Warrant Officers, or Enlisted Soldiers who have not achieved equivalency of non-traditional educational means. Evaluates all service school training, subject examinations, college transcripts, College Level Examination Program-General Examinations to ascertain the presence of the minimum required hours in required areas.
3. Oversees intake of packets for state programs: Summer Tuition Reimbursement or Textbook Reimbursement. Vets through packets for mistakes and works with units to get corrections.
4. Manages Chapter 1606 G.I. Bill for Soldiers in the state with either approving or suspending eligibility of their benefit.
5. Oversees the performance of document handling, records maintenance, and the Guards Incentive Management System (GIMS). Ensures staff members provide Soldiers with information regarding their incentive selections (i.e. enlistment bonuses, retention bonuses, conversion bonuses, student loans, health profession loans (for both Officer and Enlisted).
6. Research and prepare responses to exceptions to policies regarding incentives. Assists the Incentive Managers on cases to notify units of exceptions, create documents for the exceptions to policies or notify units of determinations made. Will assist to act on those determinations made on case by case basis.

**MOS QUALIFICATION REQUIREMENTS:**

**None.**

**ADDITIONAL REQUIREMENTS:**

**FEMALES WILL BE REQUIRED TO PRESENT NEGATIVE PREGNANCY TEST 15 DAYS PRIOR TO BEGINNING TOUR IF SELECTED (MUST BE SIGNED BY HEALTH CARE PROVIDER OR MEDICAL DETACHMENT)**

**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.