

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

| | |
|--|---|
| Announcement Number: | 16-040 (One time only tour not leading to career AGR status) |
| Date of announcement: | 24 March 2016 |
| Closing Date: | 15 April 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: | 14 Jun 2016 |
| Position Description & #: | J3 Deputy Director Operations |
| Duty Location: | Carson City, Nevada |
| Unit: | JFHQ-NV/J-3 |
| Area of Consideration: | Statewide*; *Current members of the Nevada Air National Guard |
| Grade: | Officer, O-4 / Maj |
| AFSC: | Any AFSC (API Code – 0) |
| Salary: | Full military pay and allowances depending on rank and longevity |
| Initial Tour Length: | Not to exceed 3 years |
| Human Resources Point of Contact: | SMSgt Henle (775) 887-7391/DSN 530-7391 Joseph.a.henle.mil@mail.mil |
| Unit Point of Contact: | Col Schultz (775) 887-7891- /DSN 530-7891 cory.s.schulz.mil@mail.mil |
| NOTE:*Statewide means: Only current members of the Nevada Air National Guard may apply. Tour will be three years in duration. This is NOT a career AGR position, selected incumbent if not a current onboard AGR will be not be accessed as career status due to needs of the organization. Officers (DSG's or Technicians) with over 15 years TAFMS will be required to sign and AGR Sanctuary Waiver. | |

16-040

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.ngbpcdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Completed Standard Form 181
3. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **DD Form 2992**, (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.
4. 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.**
5. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
6. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
7. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
8. Initial Current security clearance memo - must have NACLIC Secret or be eligible to obtain Secret.
9. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
10. Initial Last five OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of OPRs.
11. Initial Photograph:
 - Official Military BIO Photo in Dress uniform without headgear preferred (Home Photo is acceptable). 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).

12. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.
13. Initial Sanctuary Waiver. If initial tour will bring member in Sanctuary, 18-20 years Total Active Federal Military Service, applicant must complete waiver IAW AFI 36-2131 Attachment 4.
14. 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:

This position is located in the State Joint Forces Headquarters, J-3 Directorate, and Military Support Branch. Serves as the Deputy Director of Operations responsible for managing the preparation, maintenance, and execution of contingency plans for natural disasters, Military Support for Civil Disturbance (MACDIS), Homeland Defense/Homeland Security to include Weapons of Mass Destruction (WMD), military support to civil defense, National Security Special Events (NSSE), continuation of vital public services and for alert of NG forces for homeland security/defense and related contingency missions. The incumbent is also responsible for the state security programs including but not limited to classified information control, physical security, terrorism counteraction, communications security, intelligence security, operational employment of military resources, operation of state Military Joint Emergency Operations Center (MJEOC) and emergency communications systems, drug eradication/interdiction program, emergency regional reporting system, CBRNE Enhanced Response Force Package (CERFP), and Civil Support Team.

Develops, coordinates and implements joint contingency plans for domestic emergencies, civil disturbances, natural disasters, state and federal contingency operations. Plans involve consideration of physical security of military forces, facilities and equipment protection, intelligence evaluation, emergency communications structuring. Such programs deal with Homeland Defense/Security, WMD response,

Antiterrorism/Force Protection (AT/FP), the Critical Infrastructure Protection Program (CIPP) and National Security Special events. Serves as the state military technical expert for these programs to the Adjutant General on issues involving National Guard Civil Support (NGCS), Antiterrorism, Homeland Defense/Security, and WMD. Interprets, evaluates and implements current laws, regulations, guidance, and policies from Department of Defense (DoD), other federal, state and local agencies. Provides policy guidance and ongoing assistance on program areas to units within the state NG and external agencies to include the Offices of the Governor and US Attorney.

Works with Military Component Commanders, active and reserve, as well as federal, state and local officials for the purpose of coordinating resources and execution of contingency plans through personal contacts and exercises with contributing agencies. Initiates' projects based on broad assignment criteria, priorities in coordination with the Adjutant General. Develops standing operating procedures, circulars, pamphlets, and letters of instructions and memoranda of understanding for NG NGCS support. Identify and implement improvements to operational programs. Explains the NG NGCS and Homeland Defense/Security programs to federal, state and local officials and how the NG may be of service to the community or the state. Represents the Adjutant General with federal, state and local governmental agencies, professional groups and local civilian community associations on NGCS and Homeland Defense/Security in the coordination and implementation of contingency plans. Oversees the organization and operation of the state MJEOC. Coordinates the inspection of units, supplies and equipment to ascertain condition and the level of readiness in the event of an NGCS emergency. Recommends program priorities to the Adjutant General. Serves as a Program Budget Advisory Committee (PBAC) member.

Accomplishes staff planning and coordinates on various types of NGCS state level operations. Develops information papers, coordinates the activities of multi-component Emergency Preparedness Liaison Officers (EPLO) assigned to the state for emergency planning and coordination of DoD assets. Advises Adjutant General and outside agencies on resource capability and task organization such as: status of personnel, type of equipment needed to accomplish the mission, flying hours, routine approval of requests, appropriate reimbursement from state and local agencies for the usage of DoD equipment, etc.

Estimates the post disaster event situation and probable tasks that may be assigned to military organizations/installations of the various services within the state. Disseminates information and provides guidance to military commanders regarding military support operations. Coordinates programs such as Operational Security (OPSEC), Information Security (INFOSEC) and Communications Security (COMSEC). Develops, coordinates, implements and participates in exercises involving military, state or local echelons of government, in practice alerts, Emergency Operations Center exercises, field training exercises and emergency operations simulations dealing with NGCS. Provide recommendations to correct noted deficiencies and areas for improvement to commanders and civil authorities. Establishes emergency communications with appropriate federal, state and local authorities. Ensures the preparation and dissemination of Signal Operating Instructions (SOI) to all units.

Develops, coordinates and implements the Antiterrorism/Force Protection Plan to include vulnerability, risk and threat assessments. Develop actions and improvements to the Antiterrorism/Force Protection Plan and make recommendations to the Adjutant General regarding implementation of force protection measures. Reviews state NG unit's Antiterrorism/Force Protection plans and ensure proper standardization and synchronization with state plan has occurred.

Develops, coordinates and implements Governor's Plan on drug/law enforcement support, internal and external Drug Demand Reduction program. Provide information to inform the Governor, NGB, the Adjutant General, federal, state and local law enforcement agencies on drug/law enforcement support capabilities and limitations. Review and update drug eradication/interdiction operations contingency plans as required.

Develops, coordinates and implements the state NG physical security program to include ammunition, weapons, aircraft, wheeled and tracked vehicles and other federal property stored at numerous facilities statewide.

Ensures effective utilization of technology and NG resources to support the overall program. As a security expert, ensures full integration of physical security requirements into the state security program to include electronic systems, communications and security management. Promulgates Instruction and Intrusion Detection Systems (IDS), other security devices and Serious Incident Reporting (SIR). Recommends physical security improvements to facilities and IDS. Provides program coordination and planning in the personnel security fields.

Serves as liaison between the NG and the State Defense Force (SDF). Monitors and coordinates SDF activities. Provides technical guidance to SDF cadre.

Supervises personnel assigned to the J3 Domestic Operations Directorate.

Plans, organizes, and directs the activities of the assigned National Guard technicians, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate support functions and overall unit program objectives. Researches, interprets, analyzes and applies applicable guidelines, policies and objectives. Establishes policies and procedures or accomplishment of the unit's mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents a detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to improve quality, timeliness, and efficiency of work.

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources.

Explains classification determinations to subordinate employees.

Performs other duties as assigned.

AFSC QUALIFICATION REQUIREMENTS:

Any AFSC is eligible. Active flyers must convert to inactive flying status.

ADDITIONAL REQUIREMENTS:

**After hire applicant will be required to complete ICS 100, 200, 700, JDOMS and other courses as directed.
One time only tour not leading to career AGR status**

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. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an over grade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. 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.