

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

Announcement Number:	17-013
Date of announcement:	16 November 2016
Closing Date:	7 December 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:	N/A
Position Description & #:	Training NCO
Duty Location:	Reno, NV
Unit/UIC/Para/ Line Number:	NVARNG Co G 2-238th General Support Aviation Battalion (GSAB)/P1JG1/803/12 or 803/13
Area of Consideration:	Nationwide* ; All eligible for membership in the Nevada Army National Guard
Grade:	Enlisted, Min E-4/SPC-Max E-5/SGT
MOS:	68W, 15T, 15U Required
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SMSGT Henle, Joseph at (775) 887-7391 or joseph.a.henle.mil.mil@mail.mil
Unit Point of Contact:	CPT Sauer, Dillon at (775) 971-6067 or dillon.a.sauer.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard, AGR's, Technicians and Traditional Airman (M Day) may apply.	

17-013

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.ngbpcdc.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: Updated, matches validated ERB.
 - 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).
7. Initial Last five DA Form 2166-9-1 (NCOER). 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.
8. Initial Validated copy of ERB
9. Initial Copy of current DA Form 705 (Army Physical Fitness Test Scorecard) with minimum of the last three years of record scores.
 - **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) dated within 30 days.

11. Initial Personnel Qualification Record (PQR) dated within 30 days.
12. Initial Current security clearance memo from security manager- must have NACL Secret or be eligible to obtain Secret.
13. 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.
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 and Military Drivers Licenses.
18. 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-AGR,

2460 Fairview Drive, Carson City Nevada 89701-5502.

With HRO concurrence deployed soldiers may submit applicant via email

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: This position is located at the NVARNG Co G 2-238th General Support Aviation Battalion in Stead, NV. The purpose of this position is to work as the training NCO, develop training plans and procedures for the unit command and to coordinate training resources and assistance to ensure that required training and readiness objectives are achieved.

A. Be familiar with and understand the Digital Training Management System (DTMS). DTMS is the database of record. Responsible for unit Training schedules, APFT, Weapons Qualifications, Mandatory Training records and METL training, which will be recorded in DTMS.

B. Responsible for Schools Packet and Digital Travel Systems (DTS) duties. Responsible for identifying Soldiers currently in school, going to school in the next 90 days, Authorization/Voucher status, and knowing unit standing/percentage of OES/NCOES/DMOSQ qualified Soldiers at all times.

C. Responsible for all Company training records and logs - This includes Training binders, IDT Closeout records, and AT/IDT training plans (with AARs and CRMs). Items will be available for review/audit at all times. Reviews training evaluation reports to identify needed revisions or improvements to training activities. Provide course of actions to improve training activities.

D. Monitor the unit's individual training program to ensure minimum MOSQ standards are met with-in resource constraints. The program is coordinated through the NCO channels, formal Army schools, and Mobile Training Teams (MTTs).

E. Establishes a direct line of communication with training officer, readiness NCO and mobilization action personnel at higher headquarters.

F. Provides information about availability of training courses and provides guidance on eligibility requirements.

G. Attends all unit training assemblies, additional training assemblies, and annual training periods. Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to produce training areas, ranges, training equipment, and other facilities required by the unit.

H. Responsible for supervising the control of materials, publications, and soldier's manuals. Furthermore, responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.

SUPERVISORY CONTROLS:

A. Works under the general supervision of the Administration Officer, Operations NCO, Battalion Training Officer, unit commander and readiness NCO. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies and procedures. Performance is evaluated on accomplishment of established objectives.

MOS QUALIFICATION REQUIREMENTS:

68W, 15T or 15U Required

Must be able to obtain and maintain Secret Security Clearance.

ADDITIONAL REQUIREMENTS:

Selected individual will be re-assigned to NVARNG Co G 2-238th General Support Aviation Battalion

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.