

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

<b>Announcement Number:</b>	17-017
<b>Date of announcement:</b>	<b>18 November 2016</b>
<b>Closing Date:</b>	<b>19 December 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>15 JAN 2017</b>
<b>Position Description &amp; #:</b>	Operations NCO
<b>Duty Location:</b>	North Las Vegas NV, Nevada
<b>Unit/UIC/Para/ Line Number:</b>	LAASF/ B DET 3/140 <sup>th</sup> /YKGB1/302A/02
<b>Area of Consideration:</b>	Nationwide
<b>Grade:</b>	Enlisted, AGR Min E-5/SGT- Max E-7/SFC
<b>MOS:</b>	<b>15T, 15P preferred or become MOS Qualified within 12 months</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 at (775) 887-7391 /DSN 530-7391 <a href="mailto:joseph.a.henle.mil@mail.mil">joseph.a.henle.mil@mail.mil</a>
<b>Unit Point of Contact:</b>	CPT Brauer at (702) 643-4211 <a href="mailto:colton.f.brauer.mil@mail.mil">colton.f.brauer.mil@mail.mil</a>
<b>NOTE: * Nationwide means: All eligible for membership in the Nevada National Guard.</b>	

**17-017**

**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](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 two 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 **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.**

**With HRO concurrence deployed members may submit application 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:**

1. Conducts preflight pilot briefings in accordance with National Guard regulations and directives. Briefs pilots on mission, aircraft and flight plan. Briefs and provides pilots with information on mission restrictions; on-route navigational facilities and equipment, hazards and terrain; weather forecasts; notices to airmen (NOTAMS) and deviations to flight plans when required. Is responsible for assuring pilot and crew are qualified in aircraft to be flown and for type of mission to be performed. Is responsible for completion of risk analysis projection. Determines when flight requires higher level approving authority. As flight approving official, signs briefing documents upon completion of mission preflight briefings. Makes recommendations to pilot-in-charge when flights should not be attempted. Conducts post mission debriefs. Provides flight following services for all local and maintenance test flights. Responsible for direct voice communication with aviators in flight to transmit and receive information such as flight plan changes, weather advisories, NOTAMs, other aeronautical information and data affecting safety of

flight.

2. Processes extended and local clearances, including examination for conformance with flight rules and regulations. Processes, clears and transmits flight plans and flight progress messages to appropriate agencies (FSS, ACT tower, ARTCC) which may require use of service B equipment. Responsible for initiating search and rescue for overdue aircraft and implementing the crash rescue plan in the event of an aircraft accident.
3. Prepares, maintains and files records, charts, graphs, and reports allied to flight operations and flight training activities such as aircraft utilization reports, aircrew information reports, individual flight records, notice to airmen (NOTAM) file and airfield data. Compiles and summarizes reports for analysis through the use of a computer system and peripheral equipment. Maintains and accounts for aircrew training records, medical recommendations, aeronautical orders, physiological training, and aviation service data. Maintains arrival and dispatch records for inbound and outbound aircraft. Schedules and dispatches assigned aircraft and aircrews. Serves as the Synthetic Flight Training System (SFTS) coordinator by scheduling and providing necessary administrative support for aviator training.
4. Maintains current file of aircraft flying regulations and navigational information such as radio facility charts, instrument approach procedure charts, aeronautical charts, Airman's Information Manual (AIM), airport directory, location identifiers, ATC procedures manual and Army Flight Information Publications.
5. Supervises on-the-job training of unit flight operations personnel performing equivalent training or accomplishing a split unit training assembly at the facility.
6. Keep CAFRS, reading file, and currency board up to date.
7. Issue and inventory gear before and after all flights.
8. Operate downlink for MEP AC.
9. Consolidate flight schedule request and present flight schedule for CDR's approval.
10. Performs other duties as assigned.

#### C. SUPERVISORY CONTROLS:

Receives general supervision from the Supervisory Aircraft Flight Instructor, performing duties in accordance with established policies and procedures in the flight operations function. Has written authority to conduct mission briefing in accordance with applicable NGB regulations and directives. Review of work is made through spot check of operations, performed for accuracy and observation of ability to meet schedules and quality of service rendered.

#### MOS QUALIFICATION REQUIREMENTS:

#### **15T, 15P,**

#### **Physical demands rating and qualifications for initial award of 15P MOS.**

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 222221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 95 in aptitude area ST on Armed Services Vocational Aptitude Battery (ASVAB) test administered prior to 2 January 2002.
  - (b) A minimum score of 92 in aptitude area ST on aptitude area SC on ASVAB test administered on and after 2 January 2002.
  - (c) A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 July 2004

**ADDITIONAL REQUIREMENTS:**

**Selected individual will be re-assigned to Bravo Det 3/140<sup>th</sup> S&S**

**Must currently possess and maintain a Secret Security Clearance or Higher or qualify for a Secret Security Clearance Immediately.**

**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.