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

Announcement Number:	17-023
Date of announcement:	**20 December 2016**
Closing Date:	**17 January 2017** (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:	**1 March 2017**
Position Description & #:	AASF Supply Sergeant
Duty Location:	AASF, Reno, Nevada
Unit/UIC/Para/ Line Number:	
Area of Consideration:	**Statewide**
Grade:	Enlisted, AGR Min E4/SPC- Max E6/SSG
MOS:	**92Y, 92F, 15U or 15T preferred but not required, must become 92Y qualified MOSQ within 1 year from hire date.**
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SMSgt Joseph Henle at (775) 887-7391 /DSN 530-7391 joseph.a.henle.mil@mail.mil
Unit Point of Contact:	MSG Bryan Soule, (775) 972-2727, bryan.h.soule.mil@mail.mil
NOTE: * Statewide means: All eligible for membership in the Nevada National Guard.	

17-023

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.ngbpdc.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 NACLC 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-AG,

2460 Fairview Drive, Carson City Nevada 89701-5502.

With HRO permission deployed Soldiers can 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: Supervises and performs duties involving request, receipt, storage, issue, accountability, preservation of individual, organizational, installation, and expendable supplies and equipment. **This is NOT an all-inclusive list of duties.**

- Leadership preferred.
- Performs supervisory and management duties shown at preceding level skill.
- Analyzes statistical data and reports to ascertain trends, conformance to standards and directives, and efficiency of operations.
- Coordinates logistical activities with other staff elements supply and service, and motor transport units.
- Develops and executes training programs.
- Selected will be required to attend PEC Supply Course within one year of hire.
- Must pass a background check IAW 190-11 to obtain access to restricted areas.
- Run shipping and receiving (FedEx, UPS, Freight)
- Manage Bench stock within LMMS
- Assists with the management of calibration, and testing of Test Measurement and Diagnostic Equipment (TMDE). May manage, control and monitor tool room operations, to include accounting for, issuing and replacing tools.
- Order and track shelf life of Class III packaged POL via ULLS-A(E), PBUSE and GCSS Army Logistics account or other means.
- Perform a wide range of supply actions to accomplish required duties. Uses multiple supply systems and supply data files.
- Within funding limitations determines stock replenishment levels for centrally controlled items. Assures that supplies and monies are not wasted through excess accumulation.
- Reviews existing stock catalogs, drawings, etc., for the purpose of identifying items cataloged or otherwise recorded in the supply system. Reviews requisitions, supporting documents, and reference material to determine required action. Assures production support for items requiring special handling. Maintains contact with program representatives and other offices on special program requirements. Expedites the delivery of urgently required items. Coordinates supply actions with other supply units or organizations.
- Manages inventory of decentralized and decontrolled items, including supplies and equipment. The work includes requirement determination and fore castings, distribution, and redistribution of material, procurement authorization, and limited funds management.
- Customer Support: Processes PBUSE reject reports, performs S-Tops system administration, updates Standard Operating Procedures (SOP) internally and for UIC units, initiates Letters of Instruction to units and organizations, processes and manages Standard Study Number-Line Item Number Automated Management and Integrating System (SLAMIS) transactions. Process unit and activity requests for Department of Defense Activity Address Code (DODAAC). Prepares state, NGB, DA and DOD directed reports that deal with property accountability and visibility.

MOS QUALIFICATION REQUIREMENTS:

92Y or 15T Preferred but not required must be eligible to become 92Y, and complete MOSQ within 1 year from hire date.

Must be able to obtain Secret Security Clearance. Must complete all required training within 12 months from hire date. Failure to complete formal training within 12 months will result in removal from the AGR program.

Physical demands rating and qualifications for initial award of 92Y MOS. **Unit supply specialist must possess the following qualifications:**

(1) A physical demands rating of heavy.
(2) A physical profile of 222222.
(3) Qualifying scores.
(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
(4) Normal color vision.
(5) Mandatory formal training.
(6) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:
(a) No conviction by court-martial or by any Federal or state court.
(b) No juvenile adjudication by state court.
(c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.
(d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.
(e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.
(7) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.
(8) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.

ADDITIONAL REQUIREMENTS:

Selected Soldier will transfer to Selected Unit within 991st Troop Command

1. This position requires a valid civilian and military driver's license and Hazmat endorsements preferred. Selected applicant will be required to obtain hazmat endorsement as soon as possible following selection.

2. 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.

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.

7. Proficient in PBUSE and all property book functions preferred.

8. Fiscally responsible, must be able to utilize and track government purchase card requests and usage.

9. Familiar with the FLIPL process preferred

Applicant must be organized and able to complete missions with quick suspense and limited guidance.

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.