

-----**FOR IMMEDIATE POSTING TO BULLETIN BOARD**-----

STATE OF NEVADA OFFICE OF THE MILITARY

Recruiting and Retention Battalion

2460 Fairview Drive

Carson City, Nevada 89701-6807

TELEPHONE: (775) 884-8431

**AUTOMATED UNIT VACANCY MANAGER / RESERVE COMPONENT TRANSITION MANAGER
POSITION**

SALARY RANGE: \$45,760 to \$62,400 / Per Year

OPEN TO: Anyone

UNIT: NVARNG R&R Battalion

POSITION: Automated Unit Vacancy (AUVS) Manager
& Reserve Component Transition (RCT) Coord.

MIN/MAX GRADE: N/A (Civilian Contractor)

LOCATION: Carson City, Nevada

MOS/AFSC: OPEN

OPEN DATE: 15 August 2012

CLOSE DATE: 14 September 2012

(All packets must be received, not mailed; NLT close of business)

PACKET REVIEW DATE: 18 September 2012

NOTIFICATION DATE: 21 September 2012

START DATE: 25 September 2012

1. The Nevada Army National Guard Recruiting and Retention Battalion are seeking individuals to serve as the AUVS Manager / RCT Coordinator located in Carson City, Nevada. Funding is expected through April 2013. Additional **contracts are contingent upon availability further funding**. Applicants should present a favorable image and will be required to uphold the highest standards of conduct and personal appearance while on contract. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.
2. SUMMARY OF DUTIES:
 - a. The **Automated Unit Vacancy System (AUVS) Manager** focuses on placing applicants entering into the NVARNG into proper and valid vacancies and other services required, to include:
 - Using Recruit Quota System (REQUEST) and Automated Unit Vacancy System (AUVS), manage ARNG Units and vacancies to support Commander, MEPS GC, RCT, SIDPERS, and recruiting personnel. The AUVS Manager ensures that vacancy data is validated and prepared for load into REQUEST.
 - Maintain unit vacancy data and Soldier information for the Commander utilizing the Automated Unit Vacancy System (AUVS). Opens and closes units for accessioning according to policy.
 - Monitor and evaluate unit strength throughout the State to determine SM strengths, weaknesses and trends and provide recommendations for improvement.
 - Coordinate with SIDPERS to 'exempt' or override exemptions on vacancies that are pending actions, not yet completed, and submitted throughout TAPDB-G.
 - Assists the recruiting and retention force in the identification of valid vacancies, and ensures that those are reviewed on a daily basis, prior to 1700 ET. This is due to vacancy scoring that is directly related to REQUEST incentives, through the RPM module.
 - As required of emergency mission requirements, create vacancies for use by the ARNG Guidance Counselor at MEPS.
 - Provides recurring and ad hoc unit and vacancy reports as required, from both AUVS AND REQUEST
 - Supports the IST / ISR / RCT processes by ensuring complete and accurate Unit and vacancy information (to include address and telephone number).
 - Monitor and evaluate unit strength throughout the State to determine SM strengths, weaknesses and trends and provide recommendations for improvement.
 - Provides recurring and ad hoc unit and vacancy reports as required, from both AUVS AND REQUEST

- Monitor and evaluate unit strength throughout the State to determine SM strengths, weaknesses and trends and provide recommendations for improvement.
 - Supports acquisition policies and assists in identification and assignment of Facility IDs to units, in order to alleviate problems.
 - Opens and closes units for accessioning according to local and NGB policy. Reviews unit priorities and conducts updates as needed.
- b. The **Reserve Component Transition Coordinator** focuses on placing qualified Soldiers from other States and Active Duty looking at entering into the NVARNG into proper and valid vacancies and other services required, to include:
- Follow applicable state and federal regulatory guidance and current policies to determine the enlistment and incentive eligibility of Soldiers desiring intrastate transfer, interstate transfer or in-service enlistment.
 - Identify and contact the new unit of assignment for all Soldiers desiring interstate transfer or in-service enlistment and obtain the name and phone number of a sponsor.
 - Coordinate with and maintain contact, as applicable, between the gaining or losing State RCT NCO, the Reserve Component Career Counselor (RCCC), the national IST help desk and the national RCT help desk to ensure the successful completion of all transfers and in-service enlistments.
 - Prepare and conduct briefings to units and installations to streamline and improve the Interstate Transfer (IST) and Reserve Component Transition (RCT) recruiting process.
 - Prepare and process After Action Reviews, information papers, production reports and other correspondence as required and make recommendations to the RRC to improve IST/RCT processes.
 - Prepare and submit IST worksheets to the national IST help desk and gaining unit.
 - Monitor and update the REQUEST System (Recruit Quota System) for the ARNG on a daily basis paying specific attention to the 'manage unit vacancies' functionality, to include maintaining unit information and unit POC. Ensure current and accurate vacant positions are posted on REQUEST system using AUVS.
3. Desired backgrounds include civilian and/or military experience in one or more of the following career specialties: Recruiting and Retention, Administrative, communications/information technology, experience as an instructor.
4. IAW NGR 500-2, if selectee is a Service Member they will be required to attend all IDT/IAD and ATs with their assigned unit. Additional requirements may include criminal records check, and /or security screening, urinalysis upon entering active duty and periodic testing thereafter, current physical fitness, current HIV test, current NAC/ENTNAC, and current physical. Females are subject to pregnancy testing.
5. Selected individual will be placed on orders. **CONTRACT IS CONTINGENT ON FY13 FUNDING AND MAY NOT EXTEND BEYOND APRIL 2013.** The length of tour is contingent on program limitations and may extend up to four years.
6. The Nevada Army National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.

APPLICATION INSTRUCTIONS

Submit **ALL** documentation listed below to 2460 Fairview Drive, Carson City, NV 89701-6807, **ATTN: CW2 Jackson**. Any applications received after the closing date indicated, notification will be made and we will proceed without action. Applications forwarded in binders will be processed; however, binders will not be returned due to the cost of postage. If you have any questions, the POC for this announcement is CW2 Jackson, David at, (775) 884-8432 or 2LT Gilberti, Richard 775-884-8443.

1. Application
2. Letter of introduction
3. Resume (outlining civilian/military experience and education)
4. If currently in the Service –
 - a. Copy of **updated** Records Brief
 - b. Copy of PQR (Army) or PIMR (Air) to verify current physical, dental and HIV test.
 - c. Copy of last 5 Evaluations
5. If past service –
 - a. Copy of DD214
6. Photo (if you have one available)

Minimum Job Skill Requirements:

- Willingness to work flexible hours and travel
- Establish and conduct regular training program
- Computer Literate (Windows, Power Point, Spread Sheets, Word Processors, Databases, etc.)
- Comfortable and proficient at public speaking
- Capable of completing/supervising simultaneous projects
- Ability to communicate clearly both verbally and in writing
- Well Organized

Required Training if Selected:

- Cross-training with vice for 2 weeks minimum in Elko. Training must be completed NLT end of October.
- Additional training at the National Guard Professional Education Center (PEC)

Minimum Administrative Requirements:

- Proficient in the English Language (Read, Write, and Speak)
- Receive negative results on Drug Test
- Females must have a negative result on pregnancy test
- If in the service, not have any suspension of favorable action pending
- Possess valid driver's license

Preferred Additional Skills:

- Recruiting and Retention Experience
- Familiar with and have used any of the Army Recruiting Systems
- Experience in gathering information, data management and preparing reports

Randy I. Lau
Major, NVARNG
Commanding



2807 Quail Run Drive
 Round Rock, TX. 78681
 PH: 512-310-0011
 FAX: 512-388-7714

DATE: _____

APPLICATION FOR EMPLOYMENT

NAME: _____ SOCIAL SECURITY: # _____ - _____ - _____
Last First Middle

PRESENT ADDRESS: _____ City _____ State _____ Zip _____
Street Address

PERMANENT ADDRESS: _____ City _____ State _____ Zip _____
Street Address

PHONE NO. _____ ALT. NO. _____ ARE YOU 18 YEARS OR OLDER? YES NO

ARE YOU A U.S. CITIZEN? YES NO ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES NO

POSITION SOUGHT: _____ START DATE: _____ SALARY DESIRED: \$ _____

ARE YOU CURRENTLY EMPLOYED? YES NO (MAY WE CONTACT YOUR PRESENT EMPLOYER?) YES NO

IF CURRENTLY EMPLOYED, EMPLOYER NAME: _____

SUPERVISOR NAME: _____ PHONE NUMBER: _____

EVER APPLIED TO THIS COMPANY BEFORE? YES NO WHERE? _____ WHEN? _____

REFERRED BY: _____

ARE YOU AWARE OF ANY FAMILY MEMBERS THAT ARE CURRENTLY EMPLOYED BY GLOBAL RESOLUTIONS: YES NO

IF YOUR ANSWER IS YES, PLEASE LIST: _____

EDUCATION	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
COLLEGE				
TRADE/ BUSINESS/ SPECIALTY SCHOOL				

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

SPECIAL SKILLS: _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____

(EXCLUDE ORGANIZATIONS) THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBER: _____

U.S. MILITARY SERVICE RANK: _____ PRESENT MEMBERSHIP IN NGB OR RESERVES _____

Retired YES NO Branch of Military Service _____ Do you currently have or ever had a Security Clearance? YES NO What level? _____

FORMER EMPLOYERS: (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

DATE: MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	SALARY	REASON(S) FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

	NAME	ADDRESS	PHONE NUMBER
1			
2			
3			

ACKNOWLEDGEMENT

IT IS UNLAWFUL IN THE STATE OF MARYLAND & MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO A CRIMINAL AND CIVIL LIABILITY

SIGNATURE OF APPLICANT

DATE

EMERGENCY NOTIFICATION: Name: _____

Street Address: _____

City/State _____

Zip _____

Phone _____

RELATIONSHIP: _____

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE: _____

SIGNATURE: _____

FOR MANAGEMENT USE ONLY: DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____

DATE: _____

REMARKS: _____

SPECIAL COMPENSATION _____

RATE: _____

HIRED: YES NO

POSITION: _____

DEPT RMG 3-2009