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STATE OF NEVADA OFFICE OF THE MILITARY

Recruiting and Retention Battalion

2460 Fairview Drive

Carson City, Nevada 89701

TELEPHONE: (775) 887-7337

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**TEMPORARY RECRUITING AND RETENTION BATTALION POSITION # ADOS 13-002**

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**OPEN TO:** All current members of the Nevada Army National Guard

**UNIT:** NVARNG Recruiting and Retention Battalion

**POSITION:** Assistant S-1

**MIN/MAX GRADE E-3 thru E-4**

**LOCATION:** Carson, City Nevada

**MOS/AFSC:** OPEN

**OPEN DATE:** 19 April 2013

**CLOSE DATE:** 26 April 2013

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1. The Nevada Army National Guard Recruiting and Retention Battalion is seeking individuals to serve as the Assistant S-1 located in Carson City, Nevada. Funding of Orders is expected through September 2013. Additional **orders are contingent upon availability further funding**. Applicants should present a favorable military image and will be required to uphold the highest standards of conduct and military personal appearance while on ADOS orders. 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:** This position is located in the Recruiting and Retention Battalion S1 Section. Its purpose is to provide administrative assistance to the Recruiting and Retention Battalion.
    - a. Provides administrative support to the Battalion S1 section. Prepares and processes recommendations for awards and decorations. Prepares and monitors requests for promotions and advancements. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per ARIMS. Prepares and processes requests for transfer or reassignment. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement.
    - b. Prepares and processes administrative and medical waivers. Prepares metric slides and reports for the Commander.
  3. Desired backgrounds include civilian and/or military experience in one or more of the following career specialties: human resources, administration, and medical records keeping.
  4. IAW NGR 500-2, selectee 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 temporary Title 32 orders. **ORDERS ARE CONTINGENT ON FUNDING AND ARE NOT GURANTEED FOR ANY LENGTH OF TIME**. The length of tour is contingent on program limitations and may extend up to four years.
  6. The Nevada 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.
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**APPLICATION INSTRUCTIONS**

Submit **ALL** documentation listed below to the address shown in the heading above, **ATTN: SFC Turner, Linda**. Applications received after the closing date indicated will be returned 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 SFC Turner, Linda 775-887-7337.

1. Letter of introduction.
2. Resume outlining civilian/military experience and education.
3. Copy of **updated** RPAM (Retirement Points Accounting Management) AND PQR (Personnel Qualification Record)

## Assistant S-1

4. Copy of MEDPROS printout (Army) or PIMR (Air) to verify current physical, dental and HIV test.
5. Current (within 6 months), passing APFT and DA 5500 (if applicable) (Army)
6. Commander's letter of recommendation verifying AFSC/MOS status, in good status with your unit, and that you meet service physical fitness and height/weight standards.
7. Official Military Photo in Class A or Army Service Uniform (Army)
8. Security Clearance Verification

### Minimum Job Skill Requirements:

- Computer Literate (Windows, Power Point, Spread Sheets, Word Processors, Databases, etc.)
- Capable of completing/supervising simultaneous projects
- Organized

### Minimum Administrative Requirements:

- Proficient in the English Language (Read, Write, and Speak)
- Current member of the Nevada Army National Guard
- Receive negative results on Drug Test
- Females must have a negative result on pregnancy test
- Not have any suspension of favorable action pending
- Meet Height and Weight standards. Failure to maintain weight control standards after selection will result in immediate termination of Counterdrug duty.
- Meet Army Physical Fitness Test standards for required age group. Failure to maintain standards after selection will result in immediate termination of Counterdrug duty.
- Possess valid driver's license
- Possess a SECRET clearance

### Preferred Additional Skills:

- HIPAA Certification

LINDA K. TURNER  
SFC, NVARNG  
R&R PSNCO