

**STATEWIDE JOB ANNOUNCEMENT**

**FULL TIME NATIONAL GUARD FOR IPPS-A - TITLE 32**

**SUBJECT TO ANNUAL FUNDING**

**ANNOUNCEMENT #:** 18-002

**OPEN TO:** Texas Army National Guard Members

**OPEN DATE:** 1 November 2017

**CLOSING DATE:** 15 November 2017

**PROJECTED START DATE:** 1 December 2017

**POSITION TITLE:** IPPS-A NCO (MOS Immaterial; 42A preferred)

**WORK LOCATION:** Austin, Texas (Camp Mabry) **(PCS IS NOT authorized)**

**RANK:** E-Grade Limitation: 1 positions – NTE **E-6**

**BRANCH:** Texas Army National Guard

**HOW TO APPLY:** Applicants will assemble an e-mail (1 pdf file) with the following documents:

**Applications submitted via email will only be accepted if sent as a single pdf file.**

1. Memorandum of Consideration stating in your words why you should be hired for the position
2. Three previous evaluations (or letters of recommendation for E4 and below)
3. Military Biographical Summary
4. Letters of Recommendation
5. Enlisted (ERB)
6. All documents in attached checklist

**NOTE:** Information not mentioned above may be included and is encouraged in order to assist in the determination and verification of skills and experience, i.e., course certificates, college

transcripts, DD Form 214, etc. Additional information should convey skills/experience and clearly reflect your potential.

**WHERE TO EMAIL APPLICATION:** [ng.tx.txarng.list.sidpers-interface-ncoic@mail.mil](mailto:ng.tx.txarng.list.sidpers-interface-ncoic@mail.mil)

**Applications must be received NLT 1500hrs on the closing date.**

**POC** for submission is SFC Stephens (512) 782-5089. We can also be contacted by email at [ng.tx.txarng.list.sidpers-interface-ncoic@mail.mil](mailto:ng.tx.txarng.list.sidpers-interface-ncoic@mail.mil)

**CONSIDERATION:** All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.

**WHO MAY APPLY:** Applications will be accepted from current service members who meet the criteria listed in this announcement.

**DUTIES AND RESPONSIBILITIES:** A brief description of duties includes, but is not limited to the following:

1. Processes military personnel actions
2. Prepare administrative reports and/or correspondence
3. Interprets regulations and directives pertaining to personnel functions
4. Analyzes data to identify trends, deficiencies, and accomplishments
5. Provides guidance to supported units on military personnel and pay issues
6. Attend quarterly DIG meetings
7. Conduct error resolution
8. Train analysts to conduct error resolution (training events)
9. Assist units in data cleansing
10. Foster a change champion environment
11. Meet benchmarks and milestones laid out in the “Road to IPPS-A”

## **REQUIRED POSITION QUALIFICATIONS:**

Experience required:

At least one year of experience in the Human Resources Systems to include SIDPERS, DPRO, Record Brief, iPERMS, RCASWeb, and SIBXWeb.

To qualify based on your experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as: which includes processing a variety of personnel or pay actions; conducting staff visits or inspections; utilizing clerical or administrative procedures to complete reports and/or correspondence; and interpreting and/or applying regulations or procedural requirements. Must be qualified as a deployable asset; have Unit Commander's recommendation for initial or continued service on ADOS; not have any unfavorable actions of any kind; no record of moral turpitude or convictions of any kind; meet the medical standards IAW applicable Army Regulations; and maintain physical fitness standards IAW applicable Army Regulations.

Standards of Conduct:

Members are required to uphold the highest standards of conduct and personal appearance.

Outside employment, association and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies

National Guard members participating on ADOS are required to uphold the highest standards of conduct and personal appearance

Must have **less than** 15 years total active federal service.

If selected, member will be on a 30 day probationary period.

**NOTE: APPEARANCE BOARD MAY BE REQUIRED**

**NOTE: ALL SUPPORTING DOCUMENTATION MUST BE ADDED TO THE APPLICATION PACKET FOR ANY ITEM NOT LISTED ON THE ERB FOR CONSIDERATION BY THE SELECTION BOARD**

**NOTE: ALL COLLEGE CREDIT, (I.E., SEMESTER HOURS, DEGREE) MUST BE ANNOTATED ON ERB TO COUNT FOR BOARD POINTS. IF NOT, TRANSCRIPTS AND/OR DIPLOMA MUST BE INCLUDED IN APPLICATION PACKET**

**(Unofficial transcripts will be accepted)**

**NOTE: APPLICANTS MUST SUBMIT A MEMORANDUM FOR RECORD TO THE PRESIDENT OF THE BOARD IN PLACE OF ANY REQUIRED DOCUMENT ON THE APPLICANT CHECKLIST STATING THE REASON FOR OMISSION**

**SM WILL NOT REPORT FOR DUTY UNTIL ORDERS ARE CUT  
COMPLETE PACKET MUST BE TURNED IN 15 DAYS PRIOR TO START DATE**

**TXARNG FTNGDOS/ADOS CHECKLIST**

Rank/Name: \_\_\_\_\_ SSN: \_\_\_\_\_

ADOS Manager: \_\_\_\_\_ Duty Location: \_\_\_\_\_

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**PART I -- INSTRUCTIONS AND ADOS MANAGER SCREENING**

- Does not have 17 years or more of Active Service (Must not serve more than 17 years as a result of the duty).
  - How much time remains before reaching 17 years Active Service (enter years/months)? \_\_\_\_\_
- Is not currently serving on other FTNGD-OS/ADOS orders that may cause the member to exceed 2190 days (6yrs) as a result of this duty that would qualify for separation pay. *Separation Pay Exceeding 2190 days will grant the member separation pay upon release from FTNGD-OS. Funding for separation pay will come from the operational budget of the Program Manager that generated the order which exceeded the rule.*
  - Enter current total consecutive days on FTNGD-OS/ADOS if requesting concurrent tour  
\_\_\_\_\_
- Is not within 6 months of MRD/ETS on the report day of the tour.
- Must meet the medical Retention standards IAW Chapter 3, AR 40-501.
- Is within commuting distance of the assigned duty station.
- Has been counseled on the non-availability of TDY Travel/Per Diem to Duty Station.
- Females Only: NEGATIVE pregnancy test within 30 days of order start date.
- Human immune-deficiency virus (HIV) showing "green" in MODS (MEDPROS IMR) within 24 months of proposed start date.

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**PART II – APPLICANT ACCEPTANCE OF CONDITIONS**

**"I, \_\_\_\_\_, understand that the position to which I am applying is temporary in nature and that it is against policy for anyone to offer or promise full-time employment as a result of this temporary tour. Furthermore, I understand that funding is not available for PCS or TDY travel, (mandatory travel directed by authorized personnel will be funded with approval from Program Manager) that I must reside within commuting distance of my assigned duty station, that I must exhaust or sell (no more than 60 days in career; any over will be lost) any accrued leave if there is at least a one-day break during the tour, and that temporary employment can be terminated or may not be renewed due to funding."**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADOS Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III – PACKET CONTENTS CHECKLIST / PM REVIEW**

(Program Manager Date and Initial After Each Block to Validate Forms)

- RECOMMENDATION MEMO ENDORSING SM ELIGIBILITY/SUITABILITY \_\_\_\_\_ / \_\_\_\_\_  
 -No negative or flagging actions pending;  
 -Must be signed by M-Day Commander  
 - Soldier must be MOSQ'd, if SM is not MOSQ'd, request for exception must be signed by first O6.
- JUSTIFICATION MEMO STATING PURPOSE, PLACE AND DURATION VERIFICATION ORDER WILL NOT CAUSE SM TO ENTER 18 YEAR SANCTUARY \_\_\_\_\_ / \_\_\_\_\_  
 -Signed by section OIC where ADOS duty will be performed.
- APPROVAL MEMO FOR O5 AND ABOVE \_\_\_\_\_ / \_\_\_\_\_  
 -Must be signed by TAG
- ARNG 1058-R \_\_\_\_\_ / \_\_\_\_\_
- ARNG 1058-1R \_\_\_\_\_ / \_\_\_\_\_
- MEDPROS IMR PRINTOUT \_\_\_\_\_ / \_\_\_\_\_
- HIV showing "green" in MODS (MEDPROS IMR) dated within 24 months of proposed start date \_\_\_\_\_ / \_\_\_\_\_
- \*PERIODIC HEALTH ASSESSMENT \_\_\_\_\_ / \_\_\_\_\_  
 -Within one year of proposed start date.
- \*DA 705 APFT SCORE CARD \_\_\_\_\_ / \_\_\_\_\_  
 -Must have passing score  
 -Dated within six (6) months of proposed start date
- DA 5500/5501 BODY FAT SHEET OR ARMY HT/WT STANDARDS MEMO \_\_\_\_\_ / \_\_\_\_\_
- \*RPAM STATEMENT \_\_\_\_\_ / \_\_\_\_\_
- \*CERTIFICATION MEMO STATING ORDER WILL NOT CAUSE SM TO ENTER 18 YEAR SANCTUARY \_\_\_\_\_ / \_\_\_\_\_  
 -Signed by G1
- PREGNANCY TEST (Females Only) within 30 days of the proposed start date \_\_\_\_\_ / \_\_\_\_\_
- \*TXARNG 73R REQUEST FOR ORDERS \_\_\_\_\_ / \_\_\_\_\_  
 -Signed by Unit/Section requesting orders  
 -Filled out completely

**\*For tours 30 days or less, the only documents required are labeled with asterisk.**