**STATEWIDE JOB ANNOUNCEMENT**

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

**SUBJECT TO ANNUAL FUNDING**

**ANNOUNCEMENT #**: 18-001

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

**OPEN DATE**: 2 October 2017

**CLOSING DATE**: 18 October 2017

**PROJECTED START DATE**: 1 November 2017

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

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

**RANK**: E-Grade Limitation: 2 positions – NTE E-5

**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

**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 RESPONSIBILITES**: 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**

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