



# AGR VACANCY ANNOUNCEMENT



**HUMAN RESOURCE/AGR OFFICE  
NEW MEXICO NATIONAL GUARD  
47 BATAAN BOULEVARD  
SANTA FE, NM 87508**

**ANNOUNCEMENT NUMBER:  
16-029**

**OPENING DATE:  
31 March 2016**

**CLOSING DATE:  
14 April 2016**

**POSITION DESCRIPTION:**

**Executive Officer/Administrative  
Officer (AO)  
  
(AOC: 90A)**

**GRADE:**

Maximum: O-4  
  
Minimum: O-4

**OPEN FOR FILL:**

STATE

NATIONWIDE

**UNIT OF ACTIVITY:**

615<sup>TH</sup> Transportation BN  
P.O. Box 457  
Springer, NM 87747

**TYPE OF POSITION**

NMANG

NMARNG

**MILITARY ASSIGNMENT:**

Same as Unit of Activity, NMARNG

**EVALUATION FACTORS USED:**

Interview, review of individual applications and board selection.

**AREA OF CONSIDERATION:** Open to all officers of the New Mexico Army National Guard. Due to the pay grade associated with this position, applicants must possess a minimum of **12 years active federal service** at the time this announcement closes.

**AOC QUALIFICATION REQUIREMENTS:** Must be currently 90A qualified or have the ability to become branch qualified within one year of the initial assignment per NGR (AR) 600-5.

**ELIGIBILITY:** To qualify for appointment, individuals **MUST MEET ALL** eligibility requirements of AR 135-18 and NGR 600-5.

- a. Must be able to serve a minimum of three (3) years in an active duty status prior to reaching Mandatory Removal Date (MRD).
- b. Must meet medical standards prescribed in Chapter 3 of AR 40-501. Must meet physical standards prescribed in AR 600-9.
- c. Must have sufficient time remaining on current enlistment to complete an initial three (3) year tour.
- d. Must not be receiving or eligible to receive Federal Retirement annuity or Military Retired Pay.
- e. Must not be a candidate for or holding an elected Civil Office or engaged in partisan political activities.
- f. Must not be under a current Suspension of Favorable Personnel Action (FLAG).
- g. Must not have resigned from the AGR program or other military service in lieu of adverse action.
- h. Must not have been separated from the AGR program or other military service for cause, unsuitable or unfitness.
- i. Individuals who were not selected for continuation in the AGR program are ineligible for selection.
- j. Applicants must possess a security clearance of secret.
- k. Must be able to pass a background investigation.
- l. All applicants must favorably pass screening of law violations prior to entering the AGR Program.
- m. Must have a passing Army Physical Fitness Test within the last 12 months.

**DOCUMENTS REQUIRED FOR AGR APPLICATIONS:** (Packets not containing all documents IAW guidance on next page will be returned without action.)

NOTE: DO NOT submit your application in binders or document protectors.

Following documents are required for application:

- a. NGB Form 34-1 (NOV 2013), Application for AGR position.
- b. Statement of Qualifications.
- c. Officer Record Brief (ORB)/ Enlisted Record Brief (ERB) certified within last 90 days.
- d. DA Photo (within last 24 months)
- e. Most recent Individual Medical Readiness (IMR) printout (must reflect a PHA within 15 months).
- f. Copy of Temporary or Permanent Profile, (DA Form 3349) if applicable.
- g. Last five (5) OER's/ NCOER's
- h. All DD Form(s) 214/DD 220 (all periods of active duty).
- i. NGB Form(s) 23b (RPAM statement within 90 days)
- j. DA Form 705 (within 12 months).
- k. Copies of DA 5500-R or DA 5500-R-1 (Body Fat Worksheet, if applicable).
- l. Copy of current driver's license.
- m. Memo for record indicating entire family will PCS (if applicable)

NOTE: You may include other supporting documentation or letters of recommendation.

**ACCEPTANCE TIMELINE:** Applications **MUST** be received in our office NLT 1600 hours on the Closing Date of the Announcement. We will date-stamp applications the same day of receipt.

**NOTE: Applications cannot be sent via U.S. mail at government expense.**

**EQUAL EMPLOYMENT OPPORTUNITY:** HRO will screen applications without regard to race national origin, lawful affiliations, marital status, membership/non-membership in an employee organization, or to any handicap, which does not interfere with accomplishment of the position requirements.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

**Executive Officer/Administrative Officer**

Serves as the principal staff officer for coordinating support for all units, for the 615th Transportation BN. Provides planning, preparation, and mission command for the execution of all 615th support operations. Provides centralized, integrated, and automated command, control, planning, preparation, and execution of all support operations within the battalion. Responsible for the logistics management in all classes of supply, maintenance, health services and supply, mortuary affairs, transportation, and STAMIS systems in support of all units assigned or attached in the battalion area. Responsible for the coordination and liaison with both internal and external logistics units and agencies in order to support the ACB. Advises the Battalion Commander on logistics support operations and provides technical assistance to the Company Commanders and Battalion S-4. Supervises the Battalion's full-time AGR force.

**NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED**

## STATEMENT OF QUALIFICATIONS

Position for which Applying:	
Name:	Rank:
Current Unit, Duty Position and Location:	
<b>QUALIFICATIONS</b>	
<b>(Instructions: In the space provided below, describe why/how you feel you are qualified for this position.)</b>	
Signature & Date:	