



AGR VACANCY ANNOUNCEMENT



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

ANNOUNCEMENT NUMBER:

16-027

OPENING DATE:

3 March 2016

CLOSING DATE:

21 March 2016

POSITION DESCRIPTION:

**Human Resources Sergeant
MOS: 42A20**

GRADE:

Maximum: E-5

Minimum: E-4

OPEN FOR FILL:

STATE

NATIONWIDE

UNIT OF ACTIVITY:

HQ, 111th Sustainment BDE
4001 NW Loop
Rio Rancho, NM 87144

TYPE OF POSITION

NMANG

NMARNG

MILITARY ASSIGNMENT:

Same as Unit of Activity.

EVALUATION FACTORS USED:

APFT, Weigh-in, Interview, Review of individual applications and board selection.

AREA OF CONSIDERATION: Open to all enlisted members of the New Mexico Army National Guard

MOS QUALIFICATION REQUIREMENTS: Applicants must be 42A qualified **or** have the ability to become qualified within one year of the initial assignment per NGR (AR) 600-5.

ELIGIBILITY: All members of the NMARNG. To qualify for appointment, individuals **MUST MEET ALL** initial 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 completing 18 years of Active Federal Service (AFS). E4s with more than 8 years of AFS and E5s with more than 14 years AFS are not eligible to apply.
- b. Must meet medical standards prescribed in Chapter 2 of AR 40-501 and have a current Periodic Health Assessment (PHA) completed within 15 months. **Physical profile 323222**
- c. Must meet height and weight standard prescribed in AR 600-9.
- d. Must have sufficient time remaining on current enlistment to complete an initial three (3) year tour.
- e. Must not be receiving or eligible to receive Federal Retirement annuity or Military Retired Pay.
- f. Must not be a candidate for or holding an elected Civil Office or engaged in partisan political activities.
- g. Must not be under a current Suspension of Favorable Personnel Action (FLAG).
- h. Must not have resigned from the AGR program or other military service in lieu of adverse action.
- i. Must not have been separated from the AGR program or other military service for cause, unsuitable or unfitness.
- j. Individuals who were not selected for continuation in the AGR program are ineligible for selection.
- k. **A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.**
- l. All applicants must favorably pass screening of law violations prior to entering the AGR Program
- m. Applicants must be able to obtain a security clearance of secret
- n. If selected, must have a negative HIV test within 2 years of AGR start date.

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

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

Following documents are required:

- a. NGB Form 34-1 (NOV 2013), Application for AGR position.
- b. Statement of Qualifications.
- c. 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) NCOER's, or Specialist Assessment Worksheet
- 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 (if applicable).
- l. Copy of current driver's license.
- m. Memo for record indicating that SM is willing and able to PCS entire family

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. Faxed applications will not be accepted.

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:

Accomplishes a variety of personnel transactions including appointments, enlistments, separations, promotions, orders, duty assignments, transfers, officer and enlisted evaluations, line of duty actions, security clearances, retirements, applications for schools, payroll actions, etc. Assists with unit mobility requirements including establishment of mobility folders, passports, and publications of orders. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unity administration. Type's military and non-military correspondence in draft and final copy. Performs other duties as assigned.

NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED

STATEMENT OF QUALIFICATIONS

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