



AGR VACANCY ANNOUNCEMENT



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

**ANNOUNCEMENT NUMBER:
16-038**

**OPENING DATE:
14 July 2016**

**CLOSING DATE:
17 August 2016**

POSITION DESCRIPTION:

**Training NCO
(MOS: 11B30)**

GRADE:

Maximum: E-6
Minimum: E-5

OPEN FOR FILL:

STATE

NATIONWIDE

UNIT OF ACTIVITY:

HHC 1st BN 200th INF
249 Armory Rd
Las Cruces, NM 87007

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 current enlisted members of the New Mexico Army National Guard.

MOS QUALIFICATION REQUIREMENTS: Applicants must be able to become 11B qualified within one year of the initial assignment per NGR (AR) 600-5. **(NOTE: Failure to obtain 11B MOS within one year may be grounds for release from the AGR program)**

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 completing 18 years of Active Federal Service (AFS).
- b. Must meet medical standards prescribed in Chapter 3 of AR 40-501. Must meet physical standards prescribed in AR 600-9. **Physical Profile 111221**
- 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 or be able to obtain 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.
- n. **Must have a minimum score of 90 in aptitude area CO on ASVAB tests administered prior to 2 January 2002. A minimum score of 87 in aptitude CO on ASVAB tests administered on and after 2 January 2002**
- o. **Color Discrimination of red/green**

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 (attached).
- 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
- 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, martial 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:

TRAINING NCO:

Develop and administer a unit-training program to enhance training and improve the mobilization readiness status of the unit. As such is responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives. Drafts training schedules for approval which comply with command guidance and directives and publications of higher headquarters. Maintains the training library, and related training equipment and aids. Maintains training aids account and prepares requisitions for training aids, films and all appropriate training support materials. Prepares materials for advising the unit commander on unit mobilization posture and requirements. Maintains the unit mobilization plan and provides the information required for the unit status report. Maintains the unit MOS qualification training program. Advises enlisted personnel on military education requirements and prepares applications for Army service schools, and extension courses. Maintains records for programs, monitors the progress of enlisted personnel and provides qualification information to the personnel section for personnel records updating. Performs other duties as assigned.

NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED

**ENLISTED
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:	