



# AGR VACANCY ANNOUNCEMENT ENLISTED



<b>HUMAN RESOURCE/AGR OFFICE</b> <b>NEW MEXICO NATIONAL GUARD</b> <b>47 BATAAN BOULEVARD</b> <b>SANTA FE, NM 87508</b> <b>COMM: (505) 474-1218 DSN: 867-8218</b>		<b>ANNOUNCEMENT #:</b> M-04-2059	
<b>POSITION TITLE:</b> Administrative Support Technician <b>AFSC: (3A0XX)</b>		<b>GRADE:</b> Max Grade Up to TSgt	
<b>LOCATION OF POSITON:</b> Logistics Readiness Squadron/Command Staff 150 <sup>th</sup> Fighter Wing NMANG, Kirtland AFB, NM 87117		<b>OPEN FOR FILL:</b> <input checked="" type="checkbox"/> STATE <input type="checkbox"/> NATIONWIDE	
<b>MILITARY ASSIGNMENT:</b> Same as Unit of Activity, NMANG		<b>TYPE OF POSITION</b> <input checked="" type="checkbox"/> NMANG <input type="checkbox"/> NMARNG	
<b>EVALUATION FACTORS USED:</b> Review of individual applications and personal interviews.		<b>AREA OF CONSIDERATION:</b> Open to permanent Presently Employed AGR members of the New Mexico Air National Guard. <b>Excluding applicants in fenced AGR positions.</b> <b>MILITARY COMPATIBILITY:</b> Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code of: 3A0XX. <b>Applicant selected that requires retraining, must meet requirements IAW AFI 36-2201 Volume 3, Attachment 3, Status code (M).</b>	
<b>HOW TO APPLY:</b> Submit the following as a minimum.			
<b>NOTE: DO NOT</b> submit your application in binders or document protectors.			
a. <b>SIGNED</b> NGB Form 34-1; Application for Active Guard Reserve Position. b. DD Form(s) 214 (all periods of active duty) c. Current Record Review RIP (not more than (1) year old			
<b>NOTE:</b> You may include other supporting documentation or letters of recommendation.			
<b>ACCEPTANCE TIMELINE:</b> Applications <b>MUST</b> be received in our office <b>NLT 1600</b> hours on the Closing Date of the Announcement. We will date-stamp documents for received applications the same day of receipt.			
<b>NOTE:</b> Applications cannot be sent via <b>U.S. mail at government expense. Faxed applications will not be accepted.</b>			
<b>EQUAL EMPLOYMENT OPPORTUNITY:</b> The New Mexico Air National Guard is an Equal Opportunity Organization. HRO will screen applications without regard to race, color, gender, 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:** Serves as the focal point, local authority and expert source for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel. Provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Records trends and problems for resolution by the incumbent or other network specialist. Explains complex network concepts to non-technical personnel in non-technical language. Installs and configures application software to run on stand-alone computers or networked systems for networked commercial off the shelf software, government owned systems, and client/server networked operation systems (data set/file maintenance, established end-user client software).

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