



# AGR VACANCY ANNOUNCEMENT



<b>HUMAN RESOURCE/AGR OFFICE</b> <b>NEW MEXICO NATIONAL GUARD</b> <b>47 BATAAN BOULEVARD</b> <b>SANTA FE, NM 87508</b>		<b>ANNOUNCEMENT NUMBER:</b> <b>M-05-1001</b>	
		<b>OPENING DATE:</b> <b>1 OCT 2004</b>	<b>CLOSING DATE:</b> <b>22 OCT 2004</b>
<b>POSITION DESCRIPTION:</b> <b>O &amp; T ADMIN NCO</b> <b>71L30</b> <b>92 in Area CL</b>	<b>GRADE:</b> Maximum: E-6 Minimum: E-4	<b>OPEN FOR FILL:</b> <input checked="" type="checkbox"/> STATE <input type="checkbox"/> NATIONWIDE	
<b>UNIT OF ACTIVITY:</b> REC AND RET OFFICE 47 Bataan Boulevard Santa Fe, New Mexico 87508-4695		<b>TYPE OF POSITION</b>  <input type="checkbox"/> NMANG <input checked="" type="checkbox"/> NMARNG	
<b>MILITARY ASSIGNMENT:</b> Same as Unit of Activity, NMARNG		<b>EVALUATION FACTORS USED:</b> Interview, review of individual applications and board selection.	

**AREA OF CONSIDERATION:** Open to all members of the New Mexico Army National Guard and to those members of the New Mexico Air National Guard wishing to convert their status.

**MOS QUALIFICATION REQUIREMENTS:** Applicants must be qualified or have the ability to become qualified within 1-year of initial assignment per NGR (AR) 600-5.

**ELIGIBILITY:** Anyone may apply for this position. If not currently in an AGR status, to qualify for appointment, individuals **MUST MEET ALL** initial eligibility requirements of AR 135-18 and NGR 600-5.

- a. Must be or become a member of the NMARNG prior to entering the AGR program.
- b. Must be able to serve a minimum of five (5) years in an active duty status prior to completing 18 years of Active Federal Service (AFS) or reaching Mandatory Removal Date (MRD) whichever is earlier.
- c. Must meet medical standards prescribed in Chapter 3 of AR 40-501. Physical must be accomplished at an active duty medical treatment facility or an ARNG medical unit, if current physical is older than 24 months. Must meet physical standards prescribed in AR 600-9. Physical profile of NLT 323222.
- 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. Applicants will be administered and must pass an APFT and weigh-in as part of the consideration process.
- l. Minimum score of 92 in area CL

**HOW TO APPLY (ARMY):** Submit the following as a minimum.

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

- a. NGB Form 34-1 (OCT 2002), Application for AGR position.
- b. DA Form 2-1; (Certified true copy-signed and reviewed within last 90 days)
- c. DA Photo (within last 12 months)
- d. Copy of current physical.
- e. Copy of Temporary or Permanent Profile (DA Form 3349)
- f. Last five (5) NCOER or OER (whichever is applicable).
- g. All DD Form(s) 214/DD 220 (all periods of active duty).
- h. NGB Form(s) 23b (RPAM statement current within last 90 days)
- i. DA Form 705 (within one year)
- j. Copy of AGONM 600-9-1 (within last six months)
- k. Copies of DA 5500-R (if applicable).
- l. Copy of current driver's license.

**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, 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:**

1. Provides clerical, administrative and personnel management support for the REC & RET DET.
2. Individual is required to possess knowledge and skills in typing, filing and military and civilian correspondence preparation.
3. Individual is responsible for initiating and tracking AGR/IDT personnel and pay actions.
4. Individual is responsible for accounting for office supplies and equipment.

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