



AGR VACANCY ANNOUNCEMENT ENLISTED



THE ADJUTANT GENERAL
NEW MEXICO AIR NATIONAL GUARD
ATTN: NMAG-HR-AD
47 BATAAN BLVD
SANTA FE, NM 87505

ANNOUNCEMENT NUMBER

M-14-2001

OPENING DATE

8 JAN 2014

POC: CMSgt Donnie Reams

COMM: (505) 474-1218 DSN: 867-8218

FAX: (505) 474-1544 DSN: 867-8544

OPEN FOR FILL

STATE

NATIONWIDE

NMANG

NMARNG

CLOSING DATE

4 FEB 2014

POSITION TITLE: Supervisory Health Systems Specialist up to E-9/CMSgt AFSC: 4A000

LOCATION OF POSITION: 150th MDG 150th SOW, New Mexico Air National Guard, Kirtland Air Force Base, Albuquerque, New Mexico.

AREA OF CONSIDERATION: This announcement is being advertised to **all Permanent Presently Employed AGR** members. There is no AGR resource available for this position. Therefore, you must already be employed as an AGR with the New Mexico Air National Guard **and not** in a fenced AGR position, as these personnel cannot move their AGR resource with them.

DATE VACANCY EXISTS:

ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:

- ❖ **MILITARY COMPATIBILITY:** Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code: **4A000**
- ❖ **Also, IAW HQ NMANG Supplement 1 to ANGI 36-101, Chapter 2, Para 2.1.3.3. All other applicants who DO NOT possess the required AFSC and skill level, but meet basic AFSC entry requirements IAW AFM 36-2105 (Officer) and AFM 36-2108 (Enlisted) may be eligible to apply.**
- ❖ **Applicant selected that requires retraining, must meet requirements IAW AFI 36-2201 Volume 3, Attachment 3, Status code (M).**
- ❖ Enlisted member must meet the AFSC requirements outlined in AFMAN 36-2108.
- ❖ Enlisted member must hold compatible military UMDG assignments in the same unit as the UMDA position to which assigned. All military personnel policies and instructions apply (ANGI 36-2101)
- ❖ Enlisted member must **not** have been previously separated from active duty or a previous AGR tour for cause.
- ❖ Must meet the physical examination qualification outlined in Chapter 12, ANGI 36-101, and AFI 48-123 (Medical Examination and Standards).
- ❖ Examination must have been conducted not more than 24 months before entry on AGR duty.
- ❖ Must meet and comply with weight standards at the time of entry into AGR duty.
- ❖ Must be able to acquire 20 years of active duty prior to mandatory separation date (age 60).
- ❖ Must be able to serve at least five (5) consecutive years in the AGR program prior to becoming eligible to receive military non-disability retirement or retainer pay.
- ❖ Must **not** be eligible for, or receiving an immediate Federal (military or civilian) retirement annuity.

SPECIAL INFORMATION: As a condition of employment, selected agrees to attend all Unit Training Assemblies and Annual Training deployments, special projects, and exercises when required, with his/her unit of assignment; applicant must be assigned to a Military UMD in the unit they support and UMD compatible AFSC prior to Active Duty Tour. The military uniform will be worn in accordance with AFI 36-2903.

All applicants should consult with the 150th Retention office prior to accepting an AGR or full-time military technician position. Accepting a full-time position may affect incentives. Please contact MSgt Tim Walker @ 846-1370.

INSTRUCTIONS FOR APPLYING: Submit application using a NGB Form 34-1, which is on the internet at <http://www.ngbpc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>. Completed application package will be scanned into **ONE** PDF file and emailed to **donnie.reams.mil@mail.mil**, **no later than 2400hrs** of the closing date. You must submit a separate PDF file for each job you are applying for.

REQUIRED DOCUMENTS: All applications must include the following documents in the PDF file:

Completed NGB Form 34-1 (MUST BE SIGNED)

Copies of all previously issued DD Form 214's (Onboard AGRs do not need to submit DD Form 214's)

Current Record Review RIP (not more than one (1) year old)

NOTE: Due to email size limitation. Please only include those documents that are required in your application. Packages containing more than the required documents **WILL NOT** be considered.

EQUAL OPPORTUNITY: The New Mexico Air National Guard is an Equal Opportunity Organization. Selection for this position will be made without regards to race, color, religion, sex, age, or national origin.

CLOSING DATE: Applications will be emailed to the HRO office, to arrive no later than 2400hrs on the closing date specified on the vacancy announcement.

SUMMARY OF DUTIES: Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Coordinates third party collection (TPC) activities and prepares necessary reports. Assists in manpower surveys and developing manpower standards. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) to ensure requirements and funding are accurately reflected. Monitors the Unit Personnel Management Roster (UMPR) to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations; analyzes financial reports and accounting and workload reporting procedures; conducts studies and internal audits.

Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs.

NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED