



**AGR VACANCY  
ANNOUNCEMENT  
ENLISTED**

THE ADJUTANT GENERAL  
NEW MEXICO AIR NATIONAL GUARD  
ATT: NMANG-HR-AD  
47 BATAAN BLVD  
SANTA FE, NM 87508

ANNOUNCEMENT NO:  
**NME 20-045**

OPENING DATE  
**28 September 2020**

CLOSING DATE  
**18 October 2020**

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OPEN FOR FILL  
 STATE  NMANG  
 NATIONWIDE  NMARNG

**POSITION TITLE:** MEPS-Recruiting Liaison, JFHQ-NMANG, New Mexico / E6 / AFSC: AFSC 4A/4N. **TEMP AGR TOUR**

**LOCATION OF POSITION:** Joint Force Headquarters/MEPS Station, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico.

**AREA OF CONSIDERATION:** Open to members E6's or below with AFSC 4A or 4N, in the NEW MEXICO AIR NATIONAL GUARD.

**DATE VACANCY EXISTS:** Currently with a projected start date 1 November 2020. **Temp tour will terminate 25 September 2021.**

**ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:**

Enlisted must be a member of New Mexico Air National Guard.

If medical exam is older than 30 days, applicant must submit an AF Form 895.

Submit applications on NGB Form 34-1.

Must meet the physical examination qualification outlined in Chapter 12, ANGI 36-101, and IAW AFI 48-123 Medical Examination and Standards.

Examination must have been conducted within 18 months before the date of entry on military duty.

Must meet and comply with weight standards at the time of entry into AGR duty.

Should be able to acquire 20 years of active duty prior to mandatory separation date.

Should 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.

**INSTRUCTIONS FOR APPLYING:** Submit application using a NGB Form 34-1, which is on the internet at <https://www.nm.ngb.army.mil/HRO%20WEB/PDF/NGBForm34-1.pdf>. Completed applications will be scanned into one PDF file and emailed to [kevin.pena@us.af.mil](mailto:kevin.pena@us.af.mil) **no later than** 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:

**Completed NGB 34-1**

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

**Current copy of your Official Air Force Fitness Assessment Scorecard.**

**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 forwarded to the HRO office, to arrive **no later than** the business day on the closing date specified on the vacancy announcement.

## **MEPS RECRUITING LIAISON**

**1. Specialty Summary.** To perform as the key assistant to the senior Military Entrance Processing Station (MEPS) liaison as the management point for all recruits into the United States Air Force. To coordinate processing and accession actions on Regular Air Force, Air Force Reserve Command (AFRC), and Air National Guard (ANG) personnel. Serves as liaison between United States Military Entrance Processing Command (USMEPCOM) staff and resolves enlistment qualifications and eligibility issues.

### **2. Duties and Responsibilities:**

2.1 Assists recruiters with applicant scheduling and processing as it applies to Armed Services Vocational Aptitude Battery (ASVAB) testing, physical examinations, coordination of temporary or permanently disqualified applicant actions with the Recruiter, distribution of high school ASVAB lists, and arrangement of applicant billeting. Coordinates medical, testing and processing actions for accessions into the Air National Guard. Coordinates applicant medical records in chronological order of USMEPCOM staff and applies any updates in the automated tracking system with comments.

2.2 Coordinates with the operations Flight Chief to determine if a Recruiter Avoidable Loss (RAL) has occurred. Conducts applicant interviews; reviews enlistment forms in the Air Force Recruiting Information Support system-Total Force (AFRISS-TF) automated tracking systems

with the applicant, obtaining electronic signatures where needed. Briefs the applicant concerning the following items as applicable.

**3. Specialty Qualifications:**

3.1 Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs.

3.2 Basic knowledge of arithmetic sufficient to perform computations pertaining to service record entries.

3.3 Ability to gather and analyze facts, draw conclusions from information, and communicate information clearly, both orally and in writing.

3.4 Ability to plan, organize work, give presentations, and meet required deadlines.

**Performs additional duties as assigned.**

**Note: Incomplete packages will not be considered.**