



**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 20-043

OPENING DATE
9 October 2020

CLOSING DATE
19 October 2020

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OPEN FOR FILL
 STATE NMANG
 NATIONWIDE NMARNG

POSITION TITLE: NCOIC, Customer Service, 150 Force Support Squadron, New Mexico/ E8 / AFSC: 3F091.

LOCATION OF POSITION: 150 Force Support Squadron, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico.

AREA OF CONSIDERATION: Open to presently employed AGR's E7 or E8, with the 3F071 AFSC in the NEW MEXICO AIR NATIONAL GUARD. No control grade available.

DATE VACANCY EXISTS: Currently with a projected start date TBD by Commander.

ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:

Enlisted must meet 3F0X1, requirements as outlined in AFECD.

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 **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.

PERSONNEL

1. Specialty Summary. Provides administrative support to Air Force, joint, and DoD organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, executive staff support, postal, official mail, AROWS, Personnel, Resource Administration and a variety of other services and duties.

2. Duties and Responsibilities:

2.1. Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format.

2.2. Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

2.3. Executive Support. Provides executive administrative support to General Officers and

Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

2.4. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions.

2.5. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions. Provides additional personnel support, as required.

2.6. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining records. Policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

Performs additional duties as assigned.

Note: Incomplete packages will not be considered.