



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD  
33 STATE HOUSE STATION  
AUGUSTA, ME 04333-0033

1 February 2016

ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #16-015  
TITLE 32 USC SEC 502 (f)

**POSITION:** Human Resources NCO

**GRADE:** SGT (E5) (Also see Area of Consideration)

**LOCATION:** 52 Troop Command, 179 Western Avenue, Augusta, ME 04330

**CLOSING DATE:** 28 February 2016

**AREA OF CONSIDERATION:** Open to currently assigned Maine Army National Guard AGR Soldiers, Military Technicians, or Traditional (M-Day) Soldiers in the rank of Specialist (E4) and Sergeant (E-5) who are qualified or eligible to become qualified in MOS 42A. Staff Sergeants (E6) may apply and if selected must be willing to take an administrative reduction to Sergeant (E5) for appointment to this AGR position. (Also see Eligibility Requirement below).

**MILITARY/FULL-TIME ASSIGNMENT:** Selected applicant will be assigned militarily as an E5 42A, Human Resources NCO, (UMR Position 107/09) and full time as an E5 HR NCO (FTMD Position 2041/022L) with 52 Troop Command, Augusta, Maine.

**ELIGIBILITY REQUIREMENT:**

a. Selected individual **must be, or be eligible to become, 42A20, Human Resources NCO qualified** per DA PAM 611-21, within one year of assignment/reassignment and have a secret security clearance or eligible to obtain one. Selected individual will also be required to complete an NGB prescribed course at Professional Education Center, Little Rock, Arkansas associated with their Full Time Support position based on funds availability within the first year of employment. (Also see additional MOSQ Eligibility Requirements below if not 42A MOS qualified).

b. **Current AGR Soldiers** wishing to apply must have the concurrence of their chain of command, and have served at least 18 months in their current assignment unless C/S has waived this requirement. TAG is the approval authority for transfers during an AGRs initial 18-months of AGR service.

c. New hire Sergeants cannot exceed 10 years of active service in order to apply, and new hire Specialists cannot exceed 5 years of active service in order to apply.

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** AGR Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected for this position if it voids your signed contractual obligation. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

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### HOW TO APPLY:

a. Technicians and Traditional (M-Day) applicants, as a minimum will submit an *NGB Form 34-1*, (Application for Active Guard/Reserve Tour) from the following web site [http://www.ngbpc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpc.ngb.army.mil/forms/ngbf34_1.htm), 23B RPAM Statement, and a copy of last ERB.

b. AGR applicants will submit a memorandum of interest, along with their Enlisted Record Brief (ERB) through their Chain of Command to the HRO-AGR office. HRO must receive an emailed copy from the Soldier directly prior to the closing date.

c. Applications and Memorandums of interest must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE**. Memorandums of interest received after the closing date will not be considered. The inter-office distribution system may be used (no expense incurred to the government). - Current Maine AGR Job announcements are posted on all unit bulletin boards and are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link.

- You may deliver your application and other documents **in person**, or **send** them by:

- **Email (*Preferred Method*)** to [ng.me.mearng.list.hro-agr-br@mail.mil](mailto:ng.me.mearng.list.hro-agr-br@mail.mil) or
- Non government fax to MENG-HRO-AGR office at (207) 626-4246, or
- U.S. mail to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

**All Applicants are encouraged to contact HRO office at (207) 430-6025 or (207) 430-5906 to verify receipt of their application prior to the closing date of job announcement unless they have received an email confirmation of receipt from HRO.**

**APPOINTMENT:** This position will be filled as soon as possible after 31 March 2016. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness, mob, temporary duty, etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

\\\\\\\\\\\\\\\\SIGNED\\\\\\\\\\\\\\\\  
CHRISTOPHER A. MERRILL  
CW4, MEARNG  
AGR Manager

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### NON MOSQ SOLDIER SPECIFIC REQUIREMENTS

#### **10-42A. MOS 42A--Human Resources Specialist (HR SP), CMF 42 (Effective 201211)**

a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. The human resources specialist provides and manages postal operations. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations.

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(2) *MOSC 42A20*. Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Conducts postal planning.

(3) *MOSC 42A30*. Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders and other staff members on Soldiers, personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Supervise postal operations.

(4) *MOSC 42A40*. Supervise HR office, specific human resources functions, Battalion S1 and human resources support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product.

(5) *MOSC 42A50*. Performs duties of and supervises at preceding skill level including quality assurance, in a personnel activity, while performing specialized or all encompassing human resource functions.

(6) *MOSC 42A60*. Supervise duties at the preceding skill levels. The G-1/AG Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander and the G-1, there are general requirements that a G-1/AG SGM must monitor and execute in order to ensure the health of organizations, and development and growth of the future enlisted leaders of the AG Enlisted Corps. Provide direct mentorship to S1s, provide training oversight to units (within their installation or area of operation), maintain external relationships, provide readiness oversight, integrate and utilize HR metrics, and advise the G-1 and organic CSMs.

b. *Physical demands rating and qualifications for initial award of MOS*. Human resources specialists must possess the following qualifications:

(1) A physical demands rating of light.

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

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(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

*c. Additional skill identifiers. (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).*

(1) A3--Force Development (TAADS) (skill level 4 and above).

(2) E3--Executive Administrative Assistant (skill level 1-3 personnel only).

(3) F4--Postal Supervisor (skill level 3-5 personnel only).

(4) F5--Postal Operations.

(5) R1--Rough Terrain Container Handler (RTCH).

*d. Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-42A-1.* Physical requirements.

(2) *Table 10-42A-2.* Standards of grade TOE/MTOE.

(3) *Table 10-42A-3.* Standards of grade TDA.