



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

19 May 2016

Corrected Copy to Correct Closing Date to 18 Jun 16

**ANG ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #16-062
TITLE 32 USC SEC 502 (f)**

POSITION: Flight Services Specialist

LOCATION: 101st Operations Squadron

GRADE: TSgt/E6

SALARY: Full military pay and allowances, depending upon military grade and longevity of the applicant selected

CLOSING DATE: 18 June 2016

AREA OF CONSIDERATION: These positions are open to current enlisted Maine Air National Guard AGRs, Technicians, and Traditional Guardsmen in the rank of Sergeant (E5) through TSgt (E6) who are qualified, or may become qualified, in AFSC 1C7X1. (Also need to meet Eligibility Requirements listed below). MSgts (E7) may be considered but must agree to an administrative reduction to TSgt (E6) upon selection. Applicants will be considered for each position.

MILITARY ASSIGNMENT: Selected applicants will be assigned to the 101st Operations Squadron.

HOW TO APPLY:

a. MeSPM Form 35-03 (Application for ANG Full-Time Military Duty Assignment). The forms and job announcements may be found on the MENG web site at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "Jobs" link. Select the "AGR" link to get a blank AGR application form.

b. Current Report of Individual Person (RIP) from VMPF is required.

c. Report of Individual Fitness is required.

d. Current Resume and cover letter is required

-Please submit your application one of the following ways:

1) Via CAC-Encrypted email to: christopher.a.merrill.mil@mail.mil. You will receive an email acknowledgement. **Do not send unencrypted emails with Personally Identifiable Information from non-secure commercial email accounts.**

2) Via a non-government fax to HRO-AGR Office at 207-626-4246 or

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- 3) Deliver in person or send by U.S. Mail to:
- 4) Submit your application using the Safe Access File Exchange (SAFE) (<https://safe.amrdec.army.mil/SAFE/>) in one single .pdf file to, or hand deliver or mail to: Department of Defense, Veterans & Emergency Management ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033.

SAFE Instructions: Website: <https://safe.amrdec.army.mil/safe>

1. Select accordingly if you are accessing the website from a computer with CAC Access or not. Note: Either option will allow you to send an encrypted file.
2. Enter or confirm your name is entered, then enter email address (all e-mail addresses work with SAFE).
3. Click Browse to attach your PDF File and once selected it will appear under File(s) (Applications must be submitted as one file).
4. Once you see the file, click the Box next to Privacy Act Data.
5. To the right, in the Box "Description of Files," please enter the following: "Announcement Number", "Position Title", and "Your Last Name" (ie: 16-005, 262d EN CO HR NCO, Smith)
6. Under Recipient Information enter the email address christopher.a.merrill.mil@mail.mil and eric.e.richardson3.mil@mail.mil and Click Add.
7. Confirm the e-mail address has moved to the Recipients List Box next to where you entered it.
8. Under Email Setting, Click on the following boxes:
 - Encrypt email message when possible.
 - (Optional) Notify me when file(s) downloads are STARTED (system generated email).
 - Notify me when file(s) downloads are COMPLETED (system generated email).
 - Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)).
9. Click on FOUO.
10. Click Upload.

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5) US mail to: Department of Defense, Veterans & Emergency Management,
ATTN: MENG- HRO-AGR, Camp Keyes, Augusta, ME 04333-0033

Applications received after the closing date or incomplete applications will NOT be considered. The use of government property, such as envelopes, postage or facsimile machines, to submit applications is prohibited. MENG-HRO-AGR may receive facsimiles sent from non-government facsimile machines. Email or the inter-office distribution system may be used (where no expense is incurred by the government). Be accurate and thorough on the MeSPM Form 35-03 as this is used to determine your qualifications. IT IS THE AIRMEN'S RESPONSIBILITY TO ENSURE THIER APPLICATION IS COMPLETE.

DUTIES AND RESPONSIBILITIES: N/A

APPOINTMENT: This position will be filled by qualified applicant as soon as possible. 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 etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

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