

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

23 October 2015

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #15-123  
TITLE 32 USC SEC 502 (f)**

**POSITION:** Detachment Readiness NCO

**GRADE:** SFC/E-7 (Also see Area of Consideration)

**LOCATION:** Detachment 14, OSA Command, 92 Hayes St., Bldg 260, Bangor, ME 04401

**CLOSING DATE:** 6 November 2015

**AREA OF CONSIDERATION:** Open to currently assigned, on-board Maine Army National Guard AGR Soldiers in the rank of Staff Sergeant (E-6) or Sergeant First Class (E-7) MOS Immaterial, and who are not under suspension of any favorable personnel actions. Staff Sergeant (E-6) Soldiers selected for this position will be incumbent to the position and eligible for promotion once they are on an approved EPS list. (Also see Eligibility Requirement below).

**MILITARY/FULL-TIME ASSIGNMENT:** Selected applicant will be assigned militarily as an E-7, Detachment readiness NCO (UMR Position: (W8A4AA) 008C/05 00F4O and full time as an E7 Detachment Readiness NCO (FTMD position: (W7Y414) 2047/005).

**ELIGIBILITY REQUIREMENT:** Selected individual must meet requirements of Applicants Primary MOS IAW DA PAM 611-21, at time of application for job position.

**POSITION DESCRIPTION:** Schedules airplane and pilots for nationwide operational airlift support. Creates or reviews flight mission requests and inputs mission data to update Joint Operational tracking systems. Advises Commander on training requirements and statuses, as well as creates monthly training schedules. Facilitates Unit training meetings and completes requisitions for logistical items to support detachment. Prepares and submits the Detachment's personnel actions to HHD, JFHQ's. Maintains personnel, supply, and training records while appointed as the Detachment Readiness NCO. Duties require additional hours in addition to the Normal Work week schedule based on mission requirements.

**ADDITIONAL REQUIREMENTS:**

Mandatory Formal Training, no documented instances in the last 5 years of conduct that reflects adversely on the character, honesty, or integrity of the Soldier. Applicant must attend the five day JALIS Input and Validator training course conducted at Ft. Belvoir as soon as possible and also will be required to complete an NGB prescribed course at Professional Education Center, Little Rock, Arkansas associated with their Full Time Support position preferably within the first year of employment based on funds availability.

**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 TAG has waived this requirement.

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 15-123 dated  
23 October 2015 (Cont'd)**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):**

Applicants should contact the MEARNNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**HOW TO APPLY:** AGR applicants will submit a memorandum of interest 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. **Memorandums will not be accepted without Applicants Signature.**

Memorandums must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE.** Memorandums and Applications 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 [nq.me.mearng.list.hro-agr-br@mail.mil](mailto:nq.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. 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:

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CHRISTOPHER A. MERRILL  
CW4, MEARNNG  
AGR Manager