

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

9 October 2013

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #13-097
TITLE 32 USC SEC 502 (f)**

POSITION: Human Resources NCO (42A)

GRADE: Not to exceed **SGT/E5** (Also see Area of Consideration)

LOCATION: MEARNG Medical Detachment, Augusta, Maine 04333-0033

CLOSING DATE: 15 November 2013

AREA OF CONSIDERATION: Open to currently assigned Maine Army National Guard AGR Soldiers, Military Technicians, or Traditional (M-Day) Soldiers in the rank of Staff Sergeant (E6) or below qualified or eligible to become qualified in MOS 42A. Staff Sergeant (E6) 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 and full time as an E5 Human Resources NCO (FTMD Position 2342/021) with MEARNG Medical Detachment, Augusta, Maine.

ELIGIBILITY REQUIREMENT: Selected individual must **be, or be eligible to become, 42A** per DA PAM 611-21, within one year of assignment/reassignment. HIPPA certification will also be required. Knowledge of MOD, E-Case, and AFCOS data systems training is recommended.

Note: Award of 42A requires a minimum score of 95 in ASVAB aptitude area CL (92 if ASVAB taken between 2Jan02 and 1Jul04; 90 if ASVAB taken after 1Jul04), a minimum Physical Profile of 323222, Position is dependent on ability to obtain and maintain a level "Secret" Security Clearance, the ability to type at a minimum speed of 20 words per minute, and mandatory formal training for MOS 42A at the USA Adjutant General School.

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. Selected individual will be required to complete an NGB prescribed course at Professional Education Center, Little Rock, Arkansas associated with their Full Time Support position within the first year of employment, but preferable within six months of their hire. This is a condition of continued employment.

Non-AGR applicants must:

- a. Be a member of the Maine Army National Guard.
- b. Have less than 15 years of Active Service (AS).

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- c. Be able to meet the physical qualifications outlined in Chapter 3, Army Regulation 40-501. Applicant's Physical Appraisal must be within 12 months of the date of entry on AGR status as well as meet other applicable medical criteria.
- d. Meet height, weight and Army Physical Fitness (APFT) requirements.
- e. Not be flagged for personnel actions.
- f. Also see Area of Consideration requirements above.

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.

SELECTED RESERVE INCENTIVE PROGRAM (SRIP):

Non-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 as a permanent AGR. 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.

LENGTH OF TOUR: If the selected individual is not AGR he/she will be appointed to AGR status for an initial tour of 3 years. Extension of all AGR Soldiers beyond their initial tour is contingent upon recommendation by the supervisor and final approval by the Adjutant General.

HOW TO APPLY: All applicants must submit the following:

- A Completed Police Records Check application, (Section I Blocks 1-9 and Section II Block 11)
*****Applications will not be accepted without DD369 (Police Records Check).*****
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0369.pdf>.
- AGR applicants will **also** submit a memorandum of interest through their Chain of Command to the HRO-AGR office.
- Technicians and Traditional (M-Day) applicants, as a minimum will **also** submit an *NGB Form 34-1*, (Application for Active Guard/Reserve Tour) from the following web site
<http://www.me.ngb.army.mil/dhr/FORMS/DEFAULT.htm>.
*****Applications will not be accepted without Applicants Signature*****
- All applicants are encouraged to submit a current resume and last (3) NCOERs (if applicable).
- Memorandums and Applications 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 available on the internet 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 (NGB Form 34-1).
- 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, or
 - **Non government fax** to MENG-HRO-AGR office at (207) 626-4246, or

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- **U.S. mail** to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

APPOINTMENT: This position will be filled as soon as possible after 15 November 2013. 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\\\\\\\\\\\\\\
MARK K. PERRY
CW4, AG, MEARNG
AGR Manager