Active Guard Reserve (AGR)
ARMY Vacancy Announcement

Announcement is advertised for ***One(1)*** position to be filled under
Title 32, Section 502(f)

Mail applications to: **HUMAN RESOURCES/AGR OFFICE** **PUERTO RICO NATIONAL GUARD** **#100 GENERAL ESTEVES** **SAN JUAN, PR 00901-2104**	**Position open to males and females** **Security Clearance:** Secret	**ANNOUNCEMENT NUMBER:** **AGR # 15-18** **OPENING DATE:** **22 June 2015** **CLOSING DATE:** **21 July 2015**
POSITION DESCRIPTION: Human Resources SPC DMOS: 42A	**GRADE:** Maximum: E5 Minimum: E3	**OPEN FOR FILL:** **Dual Status** [X] **STATE** [ ] **NATIONWIDE**
UNIT OF ACTIVITY: 101st Troop Command San Juan, PR		**TYPE OF POSITION** [ ] **ANG** [X] **ARNG**

Area of Consideration

Open to current members of the Puerto Rico Army National Guard in the grade of PFC/E3 to SGT/E5. **Must hold a 42A MOS and a GRANTED Security Clearance.**

Application Procedures

Qualified applicants must submit applications as described below to the address in the upper left hand corner of this announcement. Applications must be received by COB on the closing date. **Faxed or incomplete applications will not be accepted or considered**.

1. **NGB 34-1** must be complete with original signature.
2. **PHYSICAL**: Individual Medical Readiness Record (MEDPROS) with date of last PHA within 12 months.
   - If your last PHA is over 12 months old at time of hire a new PHA will be required prior to hire date.
   - Must have **HIV** less than 24 months old at time of application (If it is older than 24 months you are required to have new test results prior to hire date).
3. **DA Photograph in ASU military uniform**, three-quarter or full length, taken within the last 12 months.
   - www.vios.army.mil (Click on AKO East/Fort Buchanan/Work Request and follow the instructions)
4. Photocopy of last 5 NCOERs (if applicable).
5. Certified true copy of **ERB,** must be certified with **original signature** of unit administrator or State MILPO.
6. Personnel Qualification Record **(PQR)**.
7. Copy of the last three **APFT** Scorecard (**DA 705**) (last APFT must be less than 12 months old). Profiles must be attached if applicable.
8. Must have a **DA 5500 (Male) or 5501-R (Female)** attach if body fat content test required.
9. **NGB 23**, NGB 23b (RPAS Statement), retirement record.
10. Copy of all **DD214's / NGB 22's** showing all prior service.
11. Copy of current **Driver's License**.
12. Score of 80 or above on the American Language Course Placement Test (ALCPT) within 12 months.
13. A rating of 2+/2+ on the Communication Skills Interview (CSI) within 12 months.
14. Applicants must comply with requirements established in the American Language Course Placement Test (ALCPT) directives. Call at (787) 260-8022or (787) 260-8000 ext. 7537 to scheduled appointment (**16 July 2015)**. Language Center Policy Memo #6 requires the wear of proper Military and Civilian Attire at their facilities, **FAILURE TO DO SO, WILL PRECLUDE YOU TO TAKE THE TEST**.
15. A Physical Profile of 111111 (PULHES).
16. A short written request that you are interested in the position.

Furnish three (3) references with your application. (Name, phone number, address).

Minimum Eligibility Criteria

Applicants must not be candidates for an elective office, hold a civil office (full-time or part-time), or be engaged in partisan political activities as defined in AR 600-20. Individuals who voluntarily resign the AGR Program in lieu of adverse personnel actions are not eligible to reenter the program. Individuals who have separated from the military service for cause, unsuitability, or unfitness for military service (other than temporary medical disability) are ineligible for reenter/enter in the program. Individuals not selected for continuation in the AGR Program who has been involuntarily removed from the program as a result of maximum years of service, qualitative retention, cause, or selective retention board actions are ineligible. Must meet requirements as stated in the "Areas of Consideration". Must not be ineligible for AGR service under AR 135-18. Additional eligibility requirements for officer/warrant officers, enlisted personnel, are established in para 2-2, 2-3, and 2-24 NGR 600-5 respectively. Must meet medical standards prescribed by AR 40-501 chapter 3. Must not be under a current suspension of favorable personnel actions. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal Civil Service annuities.

Individuals voluntarily separated from the AGR Program for one or more days are not eligible to reenter the program for 1 year from the date of separation.

Minimum Prerequisites

- Must possess or able to obtain a Government Travel Card.
- Computer skills.
- Normal color vision is required and non-waiver able.
- Must have knowledge in the use of Microsoft Word, Excel and Power Point.

Specialized Requirements (KSA's)

Ability to communicate in English and Spanish in a clear and concise manner, both orally and in writing; have no speech impediment. Knowledge of rules, regulations, policies and procedures related to supply, administration, training, and operations. Need to complete the following course within 3 years of the initial AGR Tour: ARNG Basic Human Resources & Admin Course (HRR-011). Perform other duties as assigned.

IMPORTANT NOTICE

Due to the increased volume of AGR applications, incomplete packets will not be considered for AGR selection.

Applications will be screened after the job closing date, not prior. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after the COB on the closing date.

The Puerto Rico National Guard is an Equal Opportunity Employer

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOS's some positions may have gender restrictions.

Applications without all required supporting documents will not be considered. Applications will be retained in the Human Resources Office for 30 days after selection. After, 30 days, ALL applications will be returned thru MACOM. Any questions please call (COMM): (787) 289-1400 X1223. Applications must be submitted to the Human Resources Office (HRO), ATTN: AGR Branch, NG Readiness Center Bldg. 545 Columbus ST, Fort Buchanan, PR 00934 to arrive not later than 1600 the closing date of the announcement. Our physical address is #100 General Esteves, Stop 3 ½, Puerta de Tierra, San Juan, PR. Applications received after the close of business (COB) on the closing date will be returned without action.

Faxed or incomplete applications will not be accepted or considered.

AGR Questions: josean.baezlopez.mil@mail.mil or ivan.j.santoschabrier.mil@mail.mil