Active Guard Reserve (AGR) 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 female** **Security Clearance:** Secret	**ANNOUNCEMENT NUMBER:** **AGR # 15-35** **OPENING DATE:** **22 September 2015** **CLOSING DATE:** **21 October 2015**
POSITION DESCRIPTION: Human Resources Spec DMOS: 42A	**GRADE:** Maximum: E5 Minimum: E4	**OPEN FOR FILL:** **Dual Status** [X] **STATE** [ ] **NATIONWIDE**
UNIT OF ACTIVITY: **HHC 3678TH SPT BN** **Juana Diaz, 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 SPC/E4 to SGT/E5, **MOS** 42A **only**. Applications that do not comply with the 42A requirement will not be considered.

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.
   - Must have **HIV** less than 24 months old at time of application.
   - If Soldier cannot pass a Physical exam after 30 days the position will be closed and published again.
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,** certified with **original signature** of unit administrator or State MILPO.
6. Copy of last three **APFTs,** Scorecard (**DA Form 705**) (last APFT must be less than 12 months old). Profiles must be attached if applicable.
7. Must have a **DA Form 5500 (Male) or 5501-R (Female)** attach if body fat content test required.
8. **NGB Form 23**, NGB Form 23b (RPAM Statement), retirement record.
9. Copy of all **DD Form 214's / NGB Form 22's** showing all prior service.
10. Copy of current **Driver's License**.
11. Soldier must not have a temporary profile.
12. Score of 85 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) 289-1400 ext. 8047 to scheduled appointment **(15 Oct 15)**. 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 short written request that you are interested in the position.
16. Furnish three (3) references with your application. (name, phone number, address)

Soldier must be able to pass a Medical Physical. If not position will be given to the next person on the OML.

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.

Specialized Requirements (KSA's)

Ability to communicate in English and Spanish in a clear and concise manner, both orally and in writing. Knowledge of rules, regulations, policies and procedures related to supply, administration, training, and operations programs. IAW NGR (AR) 600-5 need to complete the following course at NGPEC within the first year after been selected: ARNG Medical Readiness NCO Course.

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 destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call (COMM): (787) 289-1400 X1223. Applications must be submitted to the Human Resources Office (HRO), ATTN: AGR Branch, 100 Calle Gen Esteves, San Juan, PR 00901-2104 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 gualberto.c.martinezsantiago.mil@mail.mil