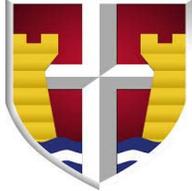


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Active Guard Reserve (AGR) ARMY Vacancy Announcement



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	ANNOUNCEMENT NUMBER: AGR # 16-14	
		Security Clearance: Secret	OPENING DATE: 16 March 2016	CLOSING DATE: 15 April 2016
POSITION DESCRIPTION: Human Resources SGT DMOS: 42A		GRADE: Maximum: E5 Minimum: E4	OPEN FOR FILL: Dual Status <input checked="" type="checkbox"/> STATE <input type="checkbox"/> NATIONWIDE	
UNIT OF ACTIVITY: HHD 125 TH MP BN Para 103 Line 03		TYPE OF POSITION <input type="checkbox"/> ANG <input checked="" type="checkbox"/> ARNG		

Area of Consideration

Open to current members of the Puerto Rico Army National Guard in the grade of SPC/E4 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.**

- NGB 34-1** must be completed with original signature.
- Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The IMR must be dated within the last 12 months to be valid.
- Copy of last 3 **Noncommissioned Officer Evaluation Report if applicable.**
- DA Photograph (ASU) (Hardcopy) taken within the last 24 months.**
www.vios.army.mil (Click on AKO East/Fort Buchanan/Work Request and follow the instructions).
- Certified copy of **Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate.**
- Copy of last APFT, Scorecard (DA Form 705) (last APFT must be less than 12 months old). Profiles must be attached if applicable.
- Must have a DA Form 5500 (Male) or 5501-R (Female) attach if body fat content test required.
- NGB Form 23B** (RPAM Statement)
- Copy of all **DD214's / NGB 22's** showing all prior service.
- Copy of current **Driver's License.**
- Must meet the medical fitness standards for retention per AR 40-501, chapter 3. Soldier must not have a Temporary profile.
- Score of 85 or above on the English Comprehensive Language Test (ECLT) within 12 months. Call at (787) 260-8000 ext. 7537 to schedule appointment. 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.**

Announcement Number: 16-14 (page 2 of 2)

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

Incomplete packets will not be accepted.

Applications will be screened after the job closing date, not prior.

Please review your application for accuracy prior to submission to HRO.

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 Fort Buchanan, Bldg 545, Guaynago, 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 , yhaidy.z.rodriguez.mil@mail.mil or gualberto.c.martinezsantiago.mil@mail.mil