



# AGR VACANCY ANNOUNCEMENT



**HUMAN RESOURCE/AGR OFFICE  
NEW MEXICO NATIONAL GUARD  
47 BATAAN BOULEVARD  
SANTA FE, NM 87508**

**ANNOUNCEMENT NUMBER:  
16-039**

**OPENING DATE:  
27 July 2016**

**CLOSING DATE:  
24 August 2016**

**POSITION DESCRIPTION:**

**Supply Sergeant  
(MOS: 92Y30)**

**GRADE:**

Maximum: E-5  
Minimum: E-6

**OPEN FOR FILL:**

STATE

NATIONWIDE

**UNIT OF ACTIVITY:**

919<sup>th</sup> Military Police CO  
21 Gen E Baca Rd  
Belen, NM 87002

**TYPE OF POSITION**

AIR

ARMY

**MILITARY ASSIGNMENT:**

Same as Unit of Activity

**EVALUATION FACTORS USED:**

Interview, review of individual applications and board selection.

**AREA OF CONSIDERATION:** Open to all enlisted members of the New Mexico Army National Guard.

**MOS QUALIFICATION REQUIREMENTS:** Applicants must be qualified **or** have the ability to become 92Y qualified within one year of the initial assignment per NGR (AR) 600-5.

**ELIGIBILITY:** All qualified members of the NMARNG may apply for this position. To qualify for appointment, individuals **MUST MEET ALL** eligibility requirements of AR 135-18 and NGR 600-5.

- a. Must be able to serve a minimum of three (3) years in an active duty status prior to completing 18 years of Active Federal Service (AFS).
- b. Must meet medical standards prescribed in Chapter 3 of AR 40-501. Must meet physical standards prescribed in AR 600-9. **Physical profile 222222.**
- c. Must have sufficient time remaining on current enlistment to complete an initial three (3) year tour.
- d. Must not be receiving or eligible to receive Federal Retirement annuity or Military Retired Pay.
- e. Must not be a candidate for or holding an elected Civil Office or engaged in partisan political activities.
- f. Must not be under a current Suspension of Favorable Personnel Action (FLAG).
- g. Must not have resigned from the AGR program or other military service in lieu of adverse action.
- h. Must not have been separated from the AGR program or other military service for cause, unsuitable or unfitness.
- i. Individuals who were not selected for continuation in the AGR program are ineligible for selection.
- j. Applicants must possess or obtain a security clearance of secret.
- k. Must be able to pass a background investigation.
- l. All applicants must favorably pass screening of law violations prior to entering the AGR Program.
- m. **If not MOSQ, must have a minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on and after 1 July 2004.**
- n. Must have a passing Army Physical Fitness Test within the last 12 months.
- o. If selected, must have a negative HIV test within 2 years of AGR start date.

**DOCUMENTS REQUIRED FOR AGR APPLICATIONS:** (Packets not containing all documents IAW guidance on next page will be returned without action.)

**NOTE: DO NOT** submit your application in binders or document protectors.

**Following documents are required for application:**

- a. NGB Form 34-1 (NOV 2013), Application for AGR position.
- b. Statement of Qualifications (attached).
- c. Enlisted Record Brief (ERB) certified within last 90 days.
- d. DA Photo (within last 24 months)
- e. Most recent Individual Medical Readiness (IMR) printout (must reflect a PHA within 15 months).
- f. Copy of Temporary or Permanent Profile, (DA Form 3349) if applicable.
- g. Last five (5) NCOER's
- h. All DD Form(s) 214/DD 220 (all periods of active duty).
- i. NGB Form(s) 23b (RPAM statement within 90 days)
- j. DA Form 705 (within 12 months).
- k. Copies of DA 5500-R or DA 5500-R-1 (Body Fat Worksheet, if applicable).
- l. Copy of current driver's license.
- m. Memo for record indicating entire family will PCS (if applicable)

**NOTE:** You may include other supporting documentation or letters of recommendation. **Deployed Soldiers** should seek assistance from their state-side MSCs in obtaining documentation (i.e., ORB, DA 705, etc.) for their applications; missing documents and documents that are out of date must be explained in a letter to the board president.

**ACCEPTANCE TIMELINE:** Applications **MUST** be received in our office NLT 1600 hours on the Closing Date of the Announcement. We will date-stamp applications the same day of receipt.

**NOTE: Applications cannot be sent via U.S. mail at government expense.**

**EQUAL EMPLOYMENT OPPORTUNITY:** HRO will screen applications without regard to race national origin, lawful affiliations, martial status, membership/non-membership in an employee organization, or to any handicap, which does not interfere with accomplishment of the position requirements.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

**Supply Sergeant:**

The Unit supply sergeant supervises or performs duties involving request, receipt, storage, issue accountability, and preservation of individual, organizational, installation, and expendable supplies and equipment. Duties are: Receives, inspects, inventories, loads, unloads, segregates stores, issues, delivers, and turn-in organization and installation supplies and equipment. Operates Unit level computer (ULC). Prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Directs supply personnel in establishing supply and inventory control management functions. Maintains property under standard property books system (SPBS). Reviews daily and monthly records of issue of petroleum products and operating supplies. Provides technical assistance to equipment records and parts specialist. Assist and advises supply officer and commander.

**NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED**

## STATEMENT OF QUALIFICATIONS

Position for which Applying:	
Name:	Rank:
Current Unit, Duty Position and Location:	
<b>QUALIFICATIONS</b>	
<b>(Instructions: In the space provided below, describe why/how you feel you are qualified for this position.)</b>	
Signature & Date:	