

To help facilitate the re-submission of NMSDF packets for a timely and proper review by the Selection Board, please follow the procedures below to help standardize the process.

- 1) Application Requirements:
 - a) All applications must use the new form NMSDF Application for Appointment (Appendix C) as posted on this page. (First three pages)
 - b) Do not include Form DD 2807 Report of Medical History at this time. They will be collected when a Medical Office is established (last three pages of form).
 - c) Minimum submission requirements are: Application, College transcripts showing degrees awarded, DD-214, current and updated professional certifications (including MEMS) and Resume. Application letters are highly recommended along with a request to stay in current position, as we will be coming under a new MTOE/TAD. Personnel may be reassigned, (for the better of NMSDF and the state), to a new position on the new MTOE. This will be based on their current skill set and current certifications, as outline in new personnel regulation.
 - d) Only items submitted will be used in consideration for appointment.
 - e) Personnel who already having an active 201 file from the previous NMSG/NMSDF do not need to resubmit their **non-professional certificates** (i.e. FEMA, etc.) They can just submit a listing as an addendum to the resume. We can provide them to the Selection Board if needed. They should submit and list any new ones or current licensures and certifications that require re-certifications annually, or as require for renewal by state or federal certification requirements.
 - f) Personnel without previous or inactive 201 files (previously discharged) will have to build their new 201 file, though minor certificates will not be presented to the board.
 - g) Personnel applying for re-instatement or joining the NMSDF are responsible for the completeness of their files. Currently, many files are either not complete or missing portions of DD 214's and certifications to prove current skills sets and certifications for qualification into positions in new MTOE. It is your responsibility to submit any information or certifications to keep your files current.

- 2) Applications will procedures outlined in new NMSDF personnel regulation. The new background check form will also be required as part of your packet and must be signed, with submission of packet. Request for waivers for any past individual issues that occurred on active duty or in regards to back ground may be submitted with you packet, with an overview of circumstance. These will be considered on a case-by-case basis. Applications will be only processed internally within the NMSDF review board and selection committee, assigned by AAG-NMSDF and Commander NMSDF.
 - a) Education demonstrated by providing transcripts (in non-modifiable form-pdf, etc.)
 - b) They do not need to be official transcripts, web downloads acceptable
 - c) Proof of work eligibility as per IRS I-9 requirements
 - d) Proof of State citizenship by Driver's License/ID card

- e) Successful applicants will need to fill out W-9 form for the State.
 - f) Full copies of a DD 214 or last DD 214 for personnel who were on active duty more than once at different periods.
- 3) Method of application submission:
- a) On-line applications can be sent to DMA at Jeffrey Romero (jeffrey.c.romero.nfg@mail.mil) who is the part time SDF clerk at the DMA Building. He will receive on-line applications and print them out. They will be then deposited in sealed envelopes for the board review.
 - b) If people want the Personnel Officer to do a quick review for completeness, they can cc to NMSDF@gmail.com. (tentative)
 - c) Personnel can also submit their applications by mail to :

Commander, NMSDF
Box 20
47 Bataan Blvd.
Santa Fe, NM 87508

- d) Applications can also be hand delivered to the front desk in a sealed envelope with the above address written on them.

Douglas Knowlton
Personnel Officer (interim)