

ALASKA NATIONAL GUARD ANNOUNCEMENT NUMBER: **AR 09-067**

POSITION TITLE: **PROPERTY BOOK OFFICER**

REQUIRED MOS: **920A**

GRADE REQUIREMENT: **Min WO1 - Max WO2**

UNIT OF ACTIVITY/DUTY LOCATION: **HBB 49TH MISSILE DEFENSE BATTALION, FORT GREELY, AK**

OPEN DATE: **14 AUG 2009**

CLOSE DATE: **Open until Filled**

SELECTING SUPERVISOR: **MAJ MICHAEL S. HATFIELD**

WHO MAY APPLY: **ZONE 1-4**

ZONE 1. On Board AK ARNG AGR Only (**Must have held current position for minimum of 18 months**)

ZONE 2. All Alaska Army National Guard Members

ZONE 3. All Alaska Army and Air National Guard Members

ZONE 4. NATIONWIDE (**All Military Members Eligible for Membership in the AK ARNG**)

Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Soldiers must meet initial eligibility requirements of AR 135-18. Table 2-1. Applicants must meet grade or MOS requirements before the closing date of position. On board AGR's will be automatically considered as long as they meet grade requirements.

PRIMARY DUTIES AND RESPONSIBILITIES: Plans and directs the activities of Army units and organizations engaged in the acquisition, receipt, storage, preservation, and issue of equipment, repair parts, fortification/construction materiel, subsistence, petroleum products, water, and other general supplies (Excluding ammunition, medical, and cryptographic materiel). Coordinated and directs the collection of salvage, and/or abandoned property, providing service support in the areas of laundry and shower, mortuary affairs, aerial delivery, Army Exchange operations, and the renovation of clothing and textiles. Manages subsistence, to include procurement, storage, issue, sales, accountability, preparation of subsistence supplies and operation of commissary sales stores. Responsible for petroleum operations and management, to include procurement of petroleum products, determination of bulk and package petroleum requirements, storage, distribution and quality assurance. Makes recommendations on matters pertaining to supply and service support and other logistical matters. Establishes and maintains necessary supply discipline procedures to ensure the maximum utilization of available assets. Responsible for logistical training in coordination with the S4. Primary planner for logistical support (supply and services) within the command.

SPECIAL ANNOUNCEMENT CRITERIA:

- Must have or be able to obtain a **SECRET** Clearance.
- Exceptional Family Member Program (EFMP) is extremely limited.

MINIMUM ELIGIBILITY CRITERIA: Must be or eligible to become a member of the Alaska Army National Guard. Must be able to serve at least 3 years on active military status prior to soldier's mandatory removal date, or completing 18 years of active Federal Service. In the grade of CW2 must have completed a warrant officer basic course or received MOS proponent equivalent credit. In the grade of CW3, or above, must have completed a warrant officer advanced course or received MOS proponent equivalent credit. Must meet medical standards prescribed by AR 40-50. When appropriate, the soldier must also meet the medical fitness standards for flying duty per AR 40-501, chapter 4, or the medical fitness standards for miscellaneous purposes per AR 40-501, chapter 5. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver. 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 who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. Must be eligible to receive an Alaska Driver's License. **MUST BE ABLE TO PASS A BACKGROUND CHECK**

How to Apply: Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. Qualified applicants may submit COMPLETED applications as described below to

**HUMAN RESOURCES OFFICE, ALASKA ARMY NATIONAL GUARD,
PO Box 5800
Fort Richardson, Alaska 99505-0800**

APPLICATION PROCEDURES: All applications must be signed and dated with **original signature**. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for but **MUST INCLUDE ALL OF THE BELOW LISTED DOCUMENTS**. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided. **Incomplete application packages received will not be considered and will be returned.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position) **(NO BINDERS/DOCUMENT PROTECTORS)**
2. Most recent **DD Form 2807-1/ 2808** (Report of Medical Examination) if report **is over 6 months**, must attach a valid PHA (Periodic Health Assessment) current within 6 months. **For in state**, provide a copy of **MEDPROS** and a valid PHA (Periodic Health Assessment) within 6 months.
3. Photo in Class A uniform (current within 12 months)
4. Copy of ORB
5. Personnel Qualification Record (PQR)
6. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) or DD Form 1506 (Statement of Service-For Active Component Only)
7. DA 705, APFT Scorecard, current within 12 months
8. DA Form 5500-R/5501-R (If Applicable)
9. Copy of **all** DD Form 214 and current AGR/Mobility/ADSW orders if applicable
10. Copy of current driver's license (must be valid)
11. Security Verification from Personnel Security Manager
12. Copies of last 3 OERS
13. **Must be able to pass background check**
14. **Must be U.S. Citizen**

QUESTIONS: Call ADMIN Assistant at (907)-428-6455/DSN 384- 4455

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, religion, national origin, or political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.