Alaska Army National Guard
Active Guard Reserve (AGR)
Vacancy Announcement
AKARNG 14-22

http://dmva.alaska.gov/employment.htm

POSITION TITLE:	MOS:	OPEN DATE:	CLOSE DATE:
Recruiting and Retention NCO	79T	27 AUGUST 2014	28 SEPTEMBER 2014

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
AKARNG Recruiting and Retention BN, Various Locations, Alaska	Minimum: E5 Maximum: E7

SELECTING SUPERVISOR:	PARA/LINE #	PHYSICAL PROFILE:
State Selection Board	MULTIPLE	PULHES – 132221

AREAS OF CONSIDERATION

Zone 1 On-Board AKARNG AGRs (ANY MOS) *(Must have held current position for minimum of 18 months)*
Zone 2 Alaska Army & Air National Guard members (ANY MOS)
Zone 3 Nationwide- Military Members eligible for membership in the AKARNG (MUST HOLD ADVERTISED MOS)
Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1

MAJOR DUTIES MAY INCLUDE

- Recruit and Retain qualified Soldiers for entry into the Alaska Army National Guard
- Establish and maintain contact with school, college, business and industry officials to enhance the prestige of the ARNG
- Responsible for interviewing, screening, testing & evaluating applicants from civilian sources to achieve recruiting goals
- Explain the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, employer support and reemployment rights
- Establish media contacts. Conduct direct mail campaigns. Mail literature to persons of military age to stimulate interest
- Prepare a prospect card. Refine leads. Determine basic enlistment eligibility. Pre-qualify individuals for enlistment
- Make oral and film presentations to high school and college classes to establish contact with prospects
- Distribute advertising and publicity materials to places frequented by persons of military age
- Maintain informational records to enable follow-up contacts with prospective enlistees
- Conduct enlistment, attrition management and retention interviews
- Determine eligibility for extension or immediate reenlistment
- Operate Guard Accession Information Network System
- Supervise recruiting and retention activities
- Prepare and complete an enlistment packet
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- ASVAB Qualifying score for consideration: (a) Minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in ASVAB tests administered prior to 2 January 2002 (b) Minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002
- No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24
- Occasionally stands or sits for a period of 8 hours duration
- Must possess manual dexterity in both hands
- Must not possess obviously distracting physical characteristics or mannerisms
- Must have a valid State motor vehicle license
- Applicants must provide proof of eligibility for Recruiter Duty per established criteria in ARNG EXORD 13-02, Annex D
- Must not possess reports of unfavorable information, offenses, or disqualifying conditions resulting in mandatory permanent disqualification per ARNG Executive Order 13-02: Sexual Harassment/Assault Response and Prevention Army Stand-Down
- **Approval of Exceptional Family Member Program is Required**

SPECIAL ANNOUNCEMENT CRITERIA

- **Upon selection additional medical documentation will be required prior to start of AGR tour**
- Continuation beyond initial 3-years tour will be subject to evaluation based on AGR Subtour Continuation Board
- Must be willing to relocate to any duty position within the State

- PREFERRED QUALIFICATIONS

- 18 months of National Guard membership is desirable
- Appearance must project a favorable image of the AR 670-1 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions
- Ability to speak clearly and communicate effectively. Have working knowledge of current computer software applications
- Be willing to work irregular hours, be subject to public scrutiny and become involved in civic and military activities to support local government

See page 3 for All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior.
Review your application for accuracy and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:
Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/ disqualification.

Pen/ink changes to any source document, i.e. Personnel Qualification Record (PQR), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted documents are accurate prior to application submittal. This includes but not limited to verification of Duty History, MOS, Service Dates and ensuring overdue requirements are cleared.

APPLICATION REMINDERS:
All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration**. Applications must be complete upon initial receipt, in **1** single PDF package with ***NO*** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide AMRDEC and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB. (https://safe.amrdec.army.mil)**

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?
A: No. HRO determines the criteria and application procedures unique to a specific position. Criteria may vary with each advertised position. However, all positions require eligibility for AKARNG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I submit one package for all?
A: No. Separate packages are required for consideration of each vacancy announcement.

Q: What does "Immediately promotable" mean?
A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to AR 600-8-19.

Q: May I find out who or how many others applied for the position?
A: No. We will not release this information.

Q: How do I get the documents required for consideration?
A: Your unit S1 will be able to assist you with accessing any documents required for vacancy consideration.

Q: How will I be notified if I am selected?
A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?
A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

INSTRUCTIONS FOR APPLICANTS

Must be or be eligible to become a member of the Alaska Army National Guard	**Must not be under a current suspension of favorable personnel actions**	**Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities**
Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal	**Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date** **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**	**If a selectee does not possess the advertised MOS, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee**
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 have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program**	**Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program**

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration**. Complete applications must be submitted to HRO-AGR **no later than 23:59 Alaska time.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: http://dmva.alaska.gov/employment.htm
2. CURRENT Personnel Qualification Record (PQR) within 6 months
3. CURRENT Enlisted Record Brief (ERB) / CURRENT DA 2-1 Personnel Qualification Record
4. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only)
5. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months
   It is important that you print the report, not the webpage screen
6. DA Form 705 (APFT) May 2010, current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day in accordance with AR 350-1, Para 1-24. Submit a statement of current (within 6 months) height and weight Memo, Must be separate from DA 705). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be signed by either a unit Readiness NCO, First Sergeant, or Commander
7. CURRENT AGR/Mobility/ADSW orders (If Applicable)
8. Last 3 NCOER's(if Applicable)
9. Copies of all DD Form 214's / NGB 22's showing all prior service
10. Photocopy of valid civilian motor vehicle operator's license. All data must be readable
11. Photocopy of valid DA 348-E Operator Qualification Record (If Applicable)
12. Resume

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into **ONE** single PDF file.
PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 14-21 Doe, Jane E1**)
Email Subject should be: (Position Announcement Number) (Example: **ARNG 14-21**)
Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:
To verify receipt of application, you may call 907-428-6472 (DSN 317-384-4472)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

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
All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.