



ALASKA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

STATE OF ALASKA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 5800
JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99505-5800

ANNOUNCEMENT NUMBER: 24-028 DATE: 22 Apr 24 CLOSING DATE: 19 May 24
POSITION TITLE: RSG Training NCO
MOS/AOC: 12W
PARA: XX / LINE: XX
MAXIMUM AUTHORIZED MILITARY GRADE: E5
SELECTING SUPERVISOR: MSG Nicholas Dutton

APPOINTMENT FACTORS: OFFICER() WARRANT OFFICER () ENLISTED (X)

LOCATION OF POSITION:
HHC, 297th RSG, Joint Base Elmendorf- Richardson, Alaska

WHO MAY APPLY:
ANY MOS*** Must be a current member of the AK National Guard within the grade(s) of E4 and E5.

AREA OF CONSIDERATION: Open to members within the grades E4 to E5

BRIEF JOB DESCRIPTION:
Assists Commanders and Group operations staff on training issues, requests, and actions; schedule tasks in Digital Training Management System (DTMS); register Soldiers for training; prepare unit training schedules; submit Training Support Packets to the S3 when the suspenses are put out; submit Feeder Documents to ensure Soldiers' meals will be taken care of; coordinate transportation for Soldiers; analyze training guidance against requirements; coordinate Soldier's institutional training; processing Soldiers returning from training; post individual and unit training records; maintain digital training records; obtain and maintain access to the required systems such as DTMS, RFMSS, ATRRS, AFAM, DTS, TAMIS, DAMPS, MARRS, serve as an alternate Point of Contact in the absence of the unit Readiness NCO and obtain and maintain the same systems access to perform Readiness NCO duties and responsibilities; liaise with other readiness and training NCOs and staff sections to carry out duties and responsibilities. Secondary duties include duty position specifications.

INITIAL ELIGIBILITY CRITERIA:
Applicants must meet ALL initial eligibility requirements to become a member of the Active Guard Reserve (AGR) Program, outlined in NGR 600-5 and AR 135-18, Page 3, Table 2-1. Applicants who have voluntarily separated/resigned from the AGR program for one of more days are not eligible to reenter the AGR program for one year from the date of separation. 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 without an approved waiver (If applicable). Soldiers during their initial tour, OPLB/EPLP reassignment, or rehires will not be considered for an AGR open announcement within the first 18 months with the exception of Inspector General NCOIC, Aide-de-Camp, TAG XO, Assistant Professor of Military Science (AMPS), and APMS NCOIC announcements.

- 1. Must hold a valid security clearance: SECRET
2. Physical Profile: PULHES Requirement of 111221
3. ASVAB test scores: An aptitude of 88 in GM
4. Must possess a valid state motor vehicle operator license

Additional eligibility requirements which are unique to this position:

PREFERRED QUALIFICATIONS:

Experience in Digital Training Management System (DTMS), Range Facility Management Support System (RFMSS), Army Training Requirements and Resources System (ATRRS), Army Funding Allocation Model (AFAM); Defense Travel System (DTS); Total Ammunition Management Information System (TAMIS), Department of the Army Mobilization Processing System (DAMPS); Mission Analysis Readiness Resource Synchronization (MARRS).

SPECIAL ANNOUNCEMENT CRITERIA:

Upon selection additional medical verification will be required prior to start of AGR tour. If selected for this position, be advised that you may lose your military signing bonus if payment has not been completed and you may lose some of your G.I Bill benefits if currently in use. If selected for this position approval of Command Sponsorship through the Exceptional Family Member Program (EFMP) evaluation may be required. Continuation beyond Initial 3 year tour will be subject to evaluation based on AGR Subsequent Tour Continuation Board. If applicable, 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 from the AGR program. Extension past 12 months will only be considered if the delay is through no fault of the selectee. There is a three year Mandatory Service Obligation for accepting a position with Ground-based Midcourse Defense (GMD) or Civil Support Team (CST).

INSTRUCTIONS FOR APPLYING:

The documents listed WILL be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.

1. NGB 23; RPAM Statement (Must be within six months old) National Guard Only
 2. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. *** Print the 1 page IMR report, not the webpage screen or medical questionnaire.
 3. Resume (Please include personal and military email)
 4. NGB 34-1 Application (Unsigned applications will not be accepted)
 5. Copy of Soldier Record Brief (Must be within 6 months)
 6. Last five Evaluations Reports (if applicable)
 7. Statement of all active service performed-ALL DD220, DD214 and any accompanying DD215 as applicable
 8. Valid State Drivers License.
 9. DA Form 705-Test: ACFT Scorecard (Must show a passing score within 6 months of application)
 10. Any documents pertaining to preferred qualifications
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ADDITIONAL INSTRUCTIONS FOR APPLYING:

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the listed documents through FTSMCS Jobs. To access the FTSMCS Jobs Application, click on the following: <https://ftsmcs.ngb.army.mil/> ⇒ Applications Toolbar ⇒ ARNG-HRA ⇒ Jobs ⇒ Apply for a Position. No other method of submission will be accepted. 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 received in HRO-AGR office no later than 2359 of the closing date. 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 above. All documents 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.

CONTACT INFORMATION:

Staffing and Accessions

COMM: (907) 428-6142

EMAIL: ng.ak.akamg.mbx.agr-team@army.mil

EQUAL OPPORTUNITY:

The Alaska National Guard is an Equal Opportunity Employer. It is policy of the AKNG to provide a discrimination-free environment for all employees and applicants for employment. Equal Opportunity principles must govern all aspects of the Alaska National Guard's personnel practices. All supervisors, managers, and employees share in the responsibilities to foster a climate of Equal Opportunity. Acts of unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, and sexual orientation), sexual harassment, or reprisal based upon participation in an EO matter will not be tolerated in the AKNG