### Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 19-184
https://dmva.alaska.gov/employment/

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>AFSC or MOS</th>
<th>OPEN DATE:</th>
<th>CLOSE DATE:</th>
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<tr>
<th>UNIT OF ACTIVITY/DUTY LOCATION:</th>
<th>GRADE REQUIREMENT:</th>
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<tbody>
<tr>
<td>213th Space Warning Squadron, ClearAir Force Station, Alaska</td>
<td>Min: E-3 Max: E-5</td>
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<tr>
<th>SELECTING SUPERVISOR:</th>
<th>PHYSICAL PROFILE:</th>
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<td>MSgt Aaron Helt</td>
<td>PULHES – 222222</td>
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<th>Position Number</th>
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<td>0084651</td>
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### Areas of Consideration
- On-board AK ANG AGR (Any AFSC)
- Alaska Air National Guard members (Any AFSC)
- Alaska Army Guard members (Must hold advertised MOS - Army MOS 42A)
- Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

### Major Duties May Include
AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: https://www.my.af.mil to review the AFEC RD

### Initial Eligibility Criteria
*In addition to criteria listed on attached pages*
- Security Clearance: Secret
- Aptitude Requirement: Administrative 47 REQ
- Strength requirement: Demonstrated ability to lift 70lbs

### Preferred Qualifications
In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
- Cover Letter
- Last 3 Enlisted Performance Evaluations
- Letters of Recommendation will be accepted
- Complete Fitness Report (all pages)
- Experience with AROWs, CHRIS, DTS, LeaveWeb, M4S, MiLPDS, MiCT, myPers, PRDA, & vPC preferred
APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. 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. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resources Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (http://dmva.alaska.gov/employment.htm) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (http://www.afpc.randolph.af.mil/vs) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERED QUALIFICATIONS" section above.
   - Resume
   - Cover Letter
   - Last 3 EPR's/OPR's (or equivalent)
   - Letter of Recommendation

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: ANG 19-XX Doe, Jane E1
Email Subject should be: Announcement Number
Example: ANG 19-XX (must use advertisement # and NOT position # ex: 1234567)
Email Application Package to ng.akang.mbx.hro-agr@mail.mil

**Applications will be accepted through AMRDEC if standard email procedures do not work**
   - AMRDEC SAFE Web Application: https://safe.amrdec.army.mil/safe/ to above email
   - All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)
   - Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

QUESTIONS:

Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

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.
**ADMINISTRATION**

*(Changed 31 Oct 18)*

1. **Specialty Summary.** Provides administrative support to Air Force, joint, and DoD organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties. Related DoD Occupational Subgroups: 151000 and 155400

2. **Duties and Responsibilities:**

2.1. Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format.

2.2. Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

2.3. Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

2.4. Overseas Postal Operations. Performs postal financial services, supply/receipt/dispach functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS).

2.5. Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.

3. **Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in business, English composition, computer software, and keyboarding are desirable.

3.3. Training. For award of AFSC 3F531, completion of Administration initial skills course is mandatory (until this course is available, the 3A131 Administration course will be used).

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3F551. Qualification in and possession of AFSC 3F531. Experience performing administrative functions such as office management, human resources, executive support, postal, official mail and other support.

3.4.2. 3F571. Qualification in and possession of AFSC 3F551. Experience supervising and performing administrative functions. 3.4.3. 3F591. Qualification in and possession of AFSC 3F571. Experience managing and directing administrative functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of this AFSC, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management.