**Position Announcement #**

**AKARNG 19-56**

**UPDATE**

*MINIMUM GRADE HAS BEEN CHANGED AND CLOSE DATE HAS BEEN EXTENDED*

**Position Title:** Officer Personnel Manager (OPM)  
**AFSC or MOS:** 420A0

**Open Date:** 09 Jul 2019  
**Close Date:** 23 Aug 2019

**Unit of Activity/Duty Location:** JBER, AK

**Selecting Supervisor:** MAJ Bittle, John S.  
**Paragraph/Line#** 201/04

**Grade Requirement:**

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<td>CW2</td>
<td>CW4</td>
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**Areas of Consideration**

Zone 1: On-board AK ARNG AGR only  (Must hold advertised MOS)

Zone 2: Alaska Army National Guard members  (Must hold advertised MOS)

Zone 4: Nationwide or Tri-State (AK, CA, and CO) military members eligible for membership in the AKARNG  (Must hold advertised MOS)

**Major Duties May Include**

Serves as the Chief Officer Personnel Manager for the Alaska Army National Guard. Responsible for the maintenance and accountability of Officer Military Personnel electronic files and officer warrant officer actions for the Alaska Army National Guard. Coordinate Federal Recognition and Selective Retention boards. Formulate personnel and administrative procedures based on regulatory guidance from National Guard Bureau and the Department of the Army. Administer officer and warrant officer personnel management actions to include appointments, assignments, branch transfers, selective retention, discharge/separations, retirements, ROPMA and other statutory or regulatory requirements. Supervise the daily functions of the personnel assigned to the Officer Actions Branch. Represent the Director, DCSPER as required.

**Initial Eligibility Criteria**

*In addition to criteria listed on attached pages*

- [ ] Security Clearance - Must be able to obtain:
- [ ] Aptitude Requirement:
- [ ] Physical Profile: PULHES requirement of (111111)
- [ ] Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour.
- [ ] Occupational Physical Assessment Test (OPAT) requirements:
  - Standing Long Jump (LJ) - [ Significant ]
  - Seated Power Throw (PT) - [Significant]
  - Strength Deadlift (SD) - [Significant ]
  - Interval Aerobic Run (IR) - [Significant]

For More OPAT information - visit GKO @ :  

- [ ] If selected for this position and you accept this position, please be advised that you may lose your military signing bonus if payment has not been completed.
- [ ] If selected for this position and you accept this position, please be advised that you will lose some G.I. Bill benefits if currently in...
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.