



# Alaska Army National Guard Active Guard Reserve (AGR) Position Announcement # **AKARNG 16-10**



<https://dmva.alaska.gov/employment>

<b>POSITION TITLE:</b> <b>RECRUITING AND RETENTION NCO</b>	<b>MOS:</b> <b>ANY MOS</b>	<b>OPEN DATE:</b> <b>28 MARCH 2016</b>	<b>CLOSE DATE:</b> <b>11 APRIL 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>RECRUITING &amp; RETENTION BN, JBER, AK</b>		<b>GRADE REQUIREMENT:</b> Minimum: <b>E4</b> Maximum: <b>E6</b>	
<b>SELECTING SUPERVISOR:</b> <b>CSM VALASEK</b>	<b>PARA/LINE #</b> <b>008B-04</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 132221</b>	

### AREAS OF CONSIDERATION

**Zone 1 On Board** Alaska Army National Guard AGR's only (**ANY MOS**)

**Zone 2** Alaska Army National Guard members (**ANY 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

- **SECURITY CLEARANCE – Secret (eligible to obtain)**
- Armed Services Vocational aptitude Battery 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 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
- Must be on the current Promotion Ranking List (PRL) if applicant is currently in the grade of E4
- **Position Of Special Trust (POST) - DD 369 Required and DA 7424 Required**
- **Prior to AGR start date, individual will be required to complete an Initial and Annual Behavioral Health Interview (BHI)**
- **Must be willing to reside in (relocate to) and work in JBER, AK area for 3 year tour**
- **If selected for this position Approval of Exceptional Family Member Program (EFMP) and Command Sponsorship are required**

### PREFERED QUALIFICATIONS

- 18 months of National Guard membership is desirable
- 24 months successful Recruiting and Retention experience and possess Master Recruiting Badge
- 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 and become involved in civic and military activities to support local government

## SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial 3-years tour will be subject to evaluation based on AGR Sub tour Continuation Board
- **CST and GMD assignments only.** There is a three year mandatory active service obligations for accepting a position at these locations and it must be completed while on active status.

## INSTRUCTIONS FOR APPLICANTS

<b>Must be or be eligible to become a member of the Alaska Army National Guard</b>	<b>Must not be under a current suspension of favorable personnel actions</b>	<b>Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities</b>
<b>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</b>	<b>Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program without and NGB waiver</b> <b>Applicants who voluntarily separated/resign from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation</b>	<b>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</b>
<b>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</b>	<b>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)</b>	<b>An applicant's military grade cannot exceed the maximum military authorized grade on the UMR for the AGR position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u></b>
<b>Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date</b>		

## 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](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** 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 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.**

### **Packet must be in the following order:**

1. Cover Letter (Please include personal and military email)
2. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
3. Last five Noncommissioned Officer Evaluation Report (NCOER) if applicable
4. Certified copy of Enlisted Record Brief (ERB) as appropriate
5. DA photograph in military uniform (taken within the last 24 months)
6. 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.)
7. Statement of all active service performed. The following documents are acceptable : NGB 23B, AHRC 249-E, DD220, DD 214 and any accompanying DD215 as applicable.
8. Position of Special Trust (POST)- DD369 and DA 7424
9. Signed Statement of Administrative demotion (If applicable)

### **EMAILING REQUIREMENTS:**

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 16-15 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ARNG 16-15**)

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### **FOR QUESTIONS AND TO VERIFY RECEIPT OF YOUR APPLICATION:**

You may call (907) 428-6455 (DSN: 317-384-4455), (907) 428-6472 (DSN: 317-384-4472), (907)-428-6458 (DSN 317-384-4458)

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.