



Alaska Army National Guard Active Guard Reserve (AGR) Position Announcement # **AKARNG 16-17**



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

POSITION TITLE: HUMAN RESOURCES NCO	MOS: 42A	OPEN DATE: 18 April 2016	CLOSE DATE: 2 May 2016
UNIT OF ACTIVITY/DUTY LOCATION: HQB, 49TH MISSILE DEFENSE BN, FORT GREELY, AK		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: CSM JEFFREY COKER	PARA/LINE # 102/03	PHYSICAL PROFILE: PULHES – 323222	

AREAS OF CONSIDERATION

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

- Supervise or perform personnel management of human resources, personnel management activities and administrative functions
- Advise the commander, the staff, and unit Soldiers on human resource matters
 - Participate in occupational classification and management of human resources
 - Prepare and maintain officer and enlisted personnel records and process personnel actions concerning Soldiers
 - Prepare personnel accounting and strength management reports
 - Prepare and review personnel casualty documents
 - Prepare and process recommendations for awards and decorations and arranges for awards ceremony
 - Prepare, update, and coordinate requests for evaluations, to include responding to evaluation inquiries
 - Prepare and monitor requests for promotions and assists in arranging for promotion ceremonies
 - Process decentralized promotions and reduction actions
 - Prepare and monitor requests for reductions, transfers, and discharges
 - Prepare and monitor requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration
 - Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts
 - Requisition and maintain office supplies, blank forms, and publications
 - Types military and non-military correspondence in draft and final copy
 - Prepare and maintain functional files per ARIMS
 - Evaluate personnel qualifications for special assignment
 - Prepare and process requests for transfer or reassignment. Process classification/reclassification actions.
 - Prepare orders and request for orders using MILPO
 - Process bars to reenlistment, suspension of favorable personnel actions
 - Process requests for identification tags
 - Type correspondence and forms in draft and final copy
 - Post changes to Army regulations and other publications
 - Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret**
- Physical Demands Rating – Moderately Heavy-Lift occasional 80lb, Frequent 40lb
- Physical Profile of 323222
- Must be a U.S. Citizen
- Qualifying scores (ASVAB): A minimum of 95 in aptitude are CL for tests administered prior to 2JAN02. A minimum of 92 in aptitude are CL for tests administered between 2JAN02-1JUL04. A minimum of 90 in aptitude are CL for tests administered after 1JUL04
- Must possess a valid state motor vehicle license
- **Must be willing to reside in (relocate to) and work in Fort Greely, Alaska commuting area for 3 year tour**
- **If selected for this position Approval of Exceptional Family Member Program (EFMP) and Command Sponsorship are required**

PREFERED QUALIFICATIONS

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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

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	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	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	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	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>
Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date	Individuals who have been separated from other military services for cause, unsuitability, or unfit for military service are not eligible to enter the AGR program without an approved waiver (if applicable)	

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. 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 1600 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 2-7 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. Resume (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 for E6 and above only)
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, DD 220, DD 214 and any accompanying DD215 as applicable.
8. DA Form 705 (APFT) May 2010, current within 6 months if AGR and FTNG-OS, or within one (1) year if M- Day in accordance with AR 350-1, PARA 1-24.
9. Personnel Qualification Record (PQR) within 6 months
10. Submit body fat measurement on DA Form 5500 (males) or 5501 (Females).
11. Photocopy of valid civilian motor vehicle operator's license
12. Photocopy of valid DA 348 Operator Qualification Record
13. Signed Statement of Administrative demotion (If applicable)

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade **Example: AKARNG 16-52 Doe, Jane E1**

Email Subject should be: Position Announcement Number **Example: AKARNG 16-52**

Email Application Package to AKNG-Apply@mail.mil or send through AMRDEC Safe <https://safe.amrdec.army.mil/safe/> sending to AKNG-Apply@mail.mil --- *****AKNG-Apply@mail.mil** email cannot open encrypted emails***

QUESTIONS:

To verify receipt of application, you may call (907)-428-6457 (DSN 317-384-4457), (907) 428-6455 (DSN 317-384-4455)

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.