Alaska Army National Guard
Active Guard Reserve (AGR)
Position Announcement
AKARNG 16-33A

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

POSITION TITLE:	MOS:	OPEN DATE:	CLOSE DATE:
COMMAND SENIOR ENLISTED AIDE	00F/00D	6 JUNE 2016	20 JUNE 2016

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
JOINT FORCES HEADQUARTERS, JBER-RICHARDSON, AK	Minimum: E5 Maximum: E7

SELECTING SUPERVISOR:	PARA/LINE #	PHYSICAL PROFILE:
CMSgt Paul Nelson	TBD	PULHES – 222222

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

- Travel requirements: Approximately 20%
- Travel with Command Senior Enlisted (C-SEL) to selected events as required
- Work on behalf of the C-SEL as an adjunct to communicate with AKNG SEL's in the ARNG and ANG.
- Develop special projects to enhance the health, welfare, and quality of life for AKNG Soldiers and Airmen
- Manage and foster relationships with SNCO's and NCO's from all AKNG units on behalf of the AKNG C-SEL
- provide administrative support to C-SEL and Office of The Adjutant General
  - -Mail/Email
  - -Business Cards
  - -Official biography and photo management
  - -Coins
  - -Gifts
- Prepare and arrange trip itineraries; Manage DTS for C-SEL
- Provide assistance to the TAG's Aide de Camp
- Meet and host the C-SEL's distinguished guest
- Schedule and track C-SEL Senior Leader Development Courses (through ANG SELMO and ARNG)
- Prepare and organize schedules, activities, and calendars
- Coordinate protocol activities
- Provide operator maintenance of government vehicles and driving duties as required
- Perform additional duties as required

*******ONE TIME OCCASIONAL TOUR (OTOT) LIMITED TO 2-3 YEARS ONLY*******

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret**
- Physical Demands Rating – Moderately heavy
- Approval of Exceptional Family Member Program is required
- No pattern of undesirable behavior as evidenced by civil and military records
- No record of civilian conviction within the last 2 years other than minor traffic offenses
- No record of convictions by court martial
- 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
- Passing Army Physical Fitness Test and professional appearance in uniform
- Must possess a valid state motor vehicle operator license
- Complete or enrollment with positive progression in Enlisted PME commensurate with current grade
- **Approval of Command Sponsorship through the Exceptional Family Member Program is Required**
- **Must be willing to reside in (relocate to) and work at JBER-Richardson, AK**

PREFERED QUALIFICATIONS

SPECIAL ANNOUNCEMENT CRITERIA

- **LENGTH OF TOUR IS LIMITED TO 2-3 YEARS ONLY**
- Applicant must be endorsed through unit Chain of Command
- Upon selection additional medical verification will be required prior to start of AGR tour

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** **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**	**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 **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 unfitness for military service are not eligible to enter the AGR program without an approved waiver (if applicable)**	**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. Application Package will not be forwarded without statement**

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 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 Enlisted Evaluation Report (NCOER)
4. Certified copy of Enlisted Record Brief (ERB)
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. DA Form 705 dated May 2010, current within 6 months if AGR and FTNGD-OS, and within 1 year if M-Day
8. DA Form 5500/5501, current within 6 months if AGR and FTNGD-OS (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 ng.ak.akarng.mbx.hro-agr@mail.mil encrypt emails as applicable

QUESTIONS: To verify receipt of application, you may call:
(907) 428-6451 (DSN 317-384-4451)
(907) 428-6455 (DSN 317-384-4455)
(907) 428-6472 (DSN 317-384-4472)
(907)-428-6457 (DSN 317-384-4457)

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.