



Alaska Army National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKARNG 16-37



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

POSITION TITLE: Officer Personnel Branch HR Tech	MOS: 420A	OPEN DATE: 19 July 2016	CLOSE DATE: 3 August 2016
UNIT OF ACTIVITY/DUTY LOCATION: JFHQ, JBER Alaska		GRADE REQUIREMENT: Minimum: W1 Maximum: W3	
SELECTING SUPERVISOR: MAJ Michele Edwards	PARA/LINE # 211A/02	PHYSICAL PROFILE: PULHES – 111111	

AREAS OF CONSIDERATION

Zone 4 Nationwide military members eligible for membership in the Alaska National Guard

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

Directly supervises and provides technical and administrative supervision over Human Resources Assistants (Military), Human Resources Specialists (Military), and specialist within the other specialized functions of the MILPO office. Formulates human resources and administrative procedures and policies based on the interpretation of regulations and directives from Department of Defense (DoD), Department of Army (DA), and the National Guard Bureau (NGB). As required, performs military human resources work in any of the program areas, for which assigned, for officer, warrant officer, and enlisted members and includes but is not limited to: enlistments, appointments, discharges, separations, branch transfers, interstate transfers, retirements, survivor benefits, Military Occupational Skill (MOS) changes, evaluation systems, awards/decorations, educational requirements (military or civilian), civilian education benefits, bonus/incentive programs, National Guard Bureau (NGB) waivers, etc. Resolves technical/policy issues presented by subordinates within the area of assignment. Convenes or participates in various boards which may include: promotion, awards, selective retention, MOS Medical Review Board (MMRB), Incapacitation Review Boards, Medical and/or Physical evaluations, etc. Provides support to all units located within the state, their dependents, and retired members. Plans, organizes, and directs the activities of assigned program areas, ensuring that legal and regulatory requirements are met. Develops goals and objectives that integrate organization and military human resources objectives and establishes policies and procedures for accomplishment of the same. Coordinates, plans, and schedules with other organization managers and customers as appropriate. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Directs and oversees the research and response for congressional or high level headquarters' inquiries regarding military human resources matters. As required, provides reports on audits and outlines any changes to be made as a result of the findings. Plans and schedules work in a manner that promotes a smooth flow and even distribution, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Provides advice, guidance, and direction to employees on a wide range of military human resources and administrative issues. Interviews candidates for positions and selects, or recommends selection of, candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Evaluates subordinate workers performance ensuring consistency and equity in rating techniques. Approves/disapproves leave requests. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency. Performs other duties as assigned.

*****Commissioning Opportunity*****

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – Must be able to obtain **Secret**
- WO1 or CW2 must have completed a warrant officer basic course or received MOS proponent equivalent credit.
- In the grade of CW3, or above, must have completed a warrant officer advanced course or received MOS proponent equivalent credit.
- Must not have failed selection of promotion on latest consideration by board.
- Be a citizen of the United States
- GT score of 110 or higher in on the ASVAB
- Must completed appropriate NCOES Leadership Courses (only for commissioning opportunity)
- Must have a documented proficiency in the specialty area
- **Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour**
- **If selected for this position, Command Sponsorship is approval through the Exceptional Family Membership Program (EFMP) is required**

PREFERRED QUALIFICATIONS

- Experience using computer and automation systems.
- Specialized Experience is experience which is directly related to the position to be filled and which has equipped you with the particular knowledge, skills and abilities to successfully perform the duties of this position.
- Knowledge: Must be able to interpret and understand personnel regulations pertaining to all officer actions. Must be knowledgeable on the DA board process. Experience using computer and automation systems. Must have knowledge of personnel systems, i.e. SIDPERS, RCAS, FMSWEB, eTracker, etc. Must have knowledge of supervisory duties and responsibilities.
- Skills: Must have strong writing skills. Must be able to understand and interpret regulations and make recommendations and solutions to supervisors and staff. Must be able to prepare training and prepare for officer boards. Must be able to provide guidance for policies and procedures from G1 to other units and agencies. Must be able to analyze data and make recommendations to leadership to resolve any complex issues. Must have good customer service skills.
- Abilities: Must have the ability to resolve officer issues, concerns or questions pertaining to their career. Must have the ability to attend training. Must have the ability to advise leadership on improvement processes. Must have the ability to develop procedures and guidelines to supplement existing guidance. Must have the ability to troubleshoot a wide variety of complex problems.

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
- Must complete required MOSQ within one year of assignment
- CST, GMD, and outlying region 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

<p>Must be or be eligible to become a member of the Alaska Army National Guard</p>	<p>Must not be under a current suspension of favorable personnel actions</p>	<p>Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities</p>
<p>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</p>	<p>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</p> <p>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</p>	<p>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</p>
<p>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</p> <p>Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date</p>	<p>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)</p>	<p>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></p>

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to ng.ak.akarng.mbx.hro-agr@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
Last five Officer Evaluation Report (OER) 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. School Academic Evaluations (DA 1059)

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.akang/mbx.hro-agr@mail.mil. Application through the AMRDEC Safe <https://safe.amrdec.army.mil/safe/> will no longer be accepted.

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.