



# Alaska Army National Guard Active Guard Reserve (AGR) Position Announcement # **AKARNG 16-38**



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

<b>POSITION TITLE:</b> <b>Company Training NCO</b>	<b>MOS:</b> <b>92G</b>	<b>OPEN DATE:</b> <b>1 August 2016</b>	<b>CLOSE DATE:</b> <b>15 August 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>FSC, 1<sup>st</sup> 297<sup>th</sup> IN BN, Anchorage AK 99505</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E5 Maximum: E6</b>	
<b>SELECTING SUPERVISOR:</b> <b>CPT Nielson, Jeremy</b>	<b>PARA/LINE #</b> <b>102/02</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 222332</b>	

### AREAS OF CONSIDERATION

**Zone 3** Alaska Army and Air 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

*Major duties.*

- Supervise and manage training requirements for a Forward Support Company
- Perform duties as readiness NCO when readiness NCO is absent
- Perform duties as an Advanced Culinary NCO during Unit training periods
- Responsible for advising Command Team on individual Soldier training requirements, including Non-Commissioned Officer Education (NCOES), Officer Education (OES), Military Occupational Specialty Qualifications (MOSQ), and other specialized training as required
- Forecast, coordinate, and secure school seats via the Army Training Requirements and Resource System (ATRRS)
- Work with Command team and company leadership to develop and produce unit training calendars, and forecast and secure training resources and training sites.
- Position requires ability to become efficient in the following systems: Automated Fund Control Orders System (AFCOS), Defense Training Management System (DTMS), Defense Travel System (DTS) Army Training Requirements and Resource System (ATRRS), Range Facility Management Support System (RFMSS), Total Ammunition Management Information System (TAMIS), Reserve Component Automation System (RCAS), Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Army Food Management Information System (AFMIS)
- The food service specialist supervises or prepares, cooks and serves food in field or garrison food service operations. Duties for MOS 92G at each skill level are:
  - Perform preliminary food preparation procedures. Prepares and/or cooks menu items listed on the production schedule. Bakes, fries, braises, boils, simmers, steams and sauté's as prescribed by Army recipes. Sets up serving lines, garnishes food items, and applies food protection and sanitation measures in field and garrison environments. Receives and stores subsistence items. When assigned to a Subsistence Platoon; supports the creation and loading of all requests and ensures proper and complete menus of operational and Class I rations are issued to individual Field Feeding Teams. Perform general housekeeping duties. Operates, maintains, and cleans field kitchen equipment. Erects, strikes, and stores all types of field kitchens. Perform preventive maintenance on garrison and field kitchen equipment.
  - Performs duties shown in previous skill level and provides technical guidance to subordinate Soldiers in garrison and field kitchen operations. Ensure that proper procedures, temperatures, and time periods are adhered to during food preparation. Direct safety, security, and fire prevention procedures. Perform limited supervisory and inspection functions including shift supervision.
  - Performs duties shown in previous skill level when required and prepares more complex menu items. Supervise shift, unit, or consolidated food service operations in field or garrison environments. Establishes operating and work procedures, inspects dining, food preparation/storage areas, and dining facility personnel. Determine subsistence requirements. Requests, receives, and accounts for subsistence items.

### INITIAL ELIGIBILITY CRITERIA

- (1) SECURITY CLEARANCE - **Secret (eligible to obtain and maintain)**
  - (2) A physical demands rating of heavy.
  - (3) A physical profile of 222332.
  - (4) Qualifying scores.
    - (a) A minimum score of 90 in aptitude area OF in Armed Services Vocational Aptitude Battery (ASVAB).
    - (b) A minimum score of 85 on a Motor Vehicle Driver's Battery Selection Test.
- **Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour.**  
 • **If selected for this position, approval of Command Sponsorship through the Exceptional Family Member Program (EFMP) is required.**

### PREFERED QUALIFICATIONS

- Not required but highly recommended, to have familiarization with the following systems: PBUSE, GCSS-Army, CIF-ISM, FEDLOG, SAMS-E, FMSWEB, MS office Suite.

### SPECIAL ANNOUNCEMENT CRITERIA

- **Upon selection additional medical verification will be required prior to start of AGR tour.**
- Must complete formal training if not MOSQ within 12 months of hire.
- 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  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	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. <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		

**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](mailto: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**. All *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.

**Packet must be the following order:**

1. NGB Form 34-1 dated Nov 2013 (Application for AGR Position.) link: <http://dmva.alaska.gov/employment.htm>
2. Last five Noncommissioned Officer Evaluation Report (NCOER.)
3. Certified copy of Enlisted Record Brief (ERB.)
4. DA photograph in military uniform (taken within the last 24 months, if applicable).
5. 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.)
6. 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.
7. DA Form 705 dated May 2010, current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day
8. DA Form 5500/5501 (if applicable.)
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 15-15 Doe, Jane E1**)
- Email Subject should be: (Position Announcement Number) (Example: **ARNG 16-15**)
- Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

**QUESTIONS:**

To verify receipt of application, you may call:  
 (907) 428-6451 (DSN 317-384-4451)  
 (907) 428-6455 (DSN 317-384-6455)  
 (907) 428-6458 (DSN 317-384-4458)  
 (907) 428-6472 (DSN 317-384-4472)

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.