



Alaska Army National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKARNG 16-42



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

POSITION TITLE: J6, Deputy Director	MOS/AFSC: Immaterial	OPEN DATE: 22 July 2016	CLOSE DATE: 19 August 2016
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UNIT OF ACTIVITY/DUTY LOCATION: J-Staff/49000 Army Guard Road, JBER, AK 99504	GRADE REQUIREMENT: Minimum: O3 Maximum: O4
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SELECTING SUPERVISOR: COL DeRouen Slaven	PARA/LINE #	PHYSICAL PROFILE: PULHES –
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AREAS OF CONSIDERATION

Zone 1 On-Board AKARNG AGRs
Zone 2 Alaska Army National Guard Members
Zone 3 Alaska Air and Army National Guard members
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

- Plans, organizes, and directs the activities of the organization, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate division/branch and overall C4 program objectives. Researches, interprets, analyzes and applies applicable C4 guidelines, policies and objectives. Establishes policies and procedures for accomplishment of the organization's C4 mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, 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. Balances workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other information management organizational managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents a detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to improve quality, timeliness, and efficiency of work.
- Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. 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. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity

to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

- Represents the organization with a variety of state and functional area organizations. Establishes, develops, and maintains effective working relationships with National Guard Bureau and state personnel at all management levels. 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.

INITIAL ELIGIBILITY CRITERIA

- Security Clearance - SECRET (Must be eligible to obtain)
- Must meet the body composition standards prescribed in AR 600-9.
- Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
- Captain, with less than 5 years time in grade, must have completed an officer basic course.
- Captain, with at least 5 years time in grade, must have completed an officer advanced course.
- Major, with at least 5 years time in grade, must have completed at least 50 percent of the Army Command and General Staff Officers Course (CGSOC), or its equivalent, as specified in AR 135-155, table 2-2.
- Must not have failed selection for promotion on latest consideration by a mandatory board.
- **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

- 25A MOS and Functional Area 53A.
- Any of the following certifications are highly desirable: Fiscal Law, GFEBs certifications, GCSS-Army familiarization, DTS AO/BO certification, cooperative agreement training, and NG Budget Analyst Course.
- IAW DoD 8570.01 requirements, any person hired into this position will be designated as an IA Management Level III and is required to meet baseline certification within 6 months.
- Baseline certification for IAM III includes any of the following industry certifications: GSLC, CISM, or CISSP. <http://iase.disa.mil/iawip/Pages/iabaseline.aspx>

SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to the start of AGR tour.
- Continuation beyond initial 3-years tour will be subject to evaluation based on the AGR Sub tour Continuation Board.
- CST, GMD and outlying area 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>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>
<p>Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date</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 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 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 Officer Evaluation Report (OER) if applicable
4. Certified copy of Officer Record Brief (ORB) 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: NGB 23B, AHRC 249-E, DD 220, DD 214 and any accompanying DD215 as 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 16-42
 Email Application Package to NG.AK.AKARNG.MBX.HRO-AGR@MAIL.MIL and must be encrypted.

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)
- (907)-428-6459 (DSN 317-384-4459)

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.