



Alaska Army National Guard
Active Guard Reserve (AGR)
Position Announcement #



AKARNG 16-43

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

POSITION TITLE: READINESS ATTENDANT	MOS: 00F	OPEN DATE: 26 July 2016	CLOSE DATE: 9 August 2016
UNIT OF ACTIVITY/DUTY LOCATION: JFHQ, Juneau, AK 99559		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: SGM Heffele, Jody	PARA/LINE # 223B-09B	PHYSICAL PROFILE: PULHES – 222222	

AREAS OF CONSIDERATION

Zone 4 Nationwide (Military members eligible for membership in the Alaska Army 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

- Become a member of the LEPC and SERC within the community, Coordinates with community leaders during emergencies, attends emergency planning events.
- Coordinates work orders and other facility directly with FMO.
- Completes and monitors all actions concerning IDT and AT periods to include: Travel vouchers, Drivers Trainings, set up of training meetings, SOS meetings, movement matrix, orders, travel arrangements, billet request, training schedules, Ammo forecast, range request, transportation request. NCO ensures DA 1379 submission, completes attendance rosters for IDT and AT, monitors the Company's Split train report, and RMA account management.
- Works directly with first line leaders, First Sergeant, Commander, USPFO, and the BN S1. Prepares for a position as the units Readiness NCO (Alternate) and assist the RNCO on all administrative needs of the unit.
- Key Control Custodian physical and personnel security NCO
- Responsible for ensuring all armory work orders are submitted and completed in a timely manner
- Ensures Armory is maintained in an organized manner
- Responsible for assisting all Soldiers that drill in the Region regardless of unit assignment, this may mean dealing with OCIE issues, pay, DEERS/ID cards, PHA, DTS, etc.
- Coordinates with Company or BN on Soldiers issues that cannot be solved at his/her level
- Any and all training and leadership responsibilities for the MOS held at the rank held.
- Assist with Recruiting in the area

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE - **Secret (applicant must be able to attain a Secret).**
- Refer to chapter 14 for specifications, applications and restrictions.
- Refer to table 12-8 (Listing of universal ASI's associated with all enlisted MOS.
- E5 Applicant must be on the Promotion Ranking List (PRL) to apply.
- **Command Sponsorship approval of Exceptional Family Member Program (EFMP) is required.**
- **Must be willing to reside in (relocate to) and work in Juneau, Alaska for initial 3 year tour.**

PREFERRED QUALIFICATIONS

- Access requirements: ATRRS, AFAM, AFCOS, TAMIS-R, RFMSS, eMILPO, MyUnitPay, iPERMS, Minuteman, RCAS, RPAM, DEERS, JPAS, DTS, DTMS, DPRO, FMSweb.
- **Current security clearance.**

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.
- **There is a three year mandatory active service obligations for accepting a position at outlying armories.**

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. 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 through 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 the following order:

1. Cover letter and resume (if applicable)
2. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
3. Last three Noncommissioned Officer Evaluation Report (NCOER).
4. Certified copy of Enlisted Record Brief (ERB).
5. DA photograph in military uniform (taken within the last 24 months, if applicable).
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 dated May 2010, current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day
9. DA Form 5500/5501 (if applicable).
10. 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: ANG 16-52 Doe, Jane E1

Email Subject should be: Position Announcement Number

Example: ANG 16-52

Email Application Package to 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)

(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.