Alaska Army National Guard
Active Guard Reserve (AGR)
Position Announcement
AKARNG 16-45 A

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

POSITION TITLE:	MOS:	OPEN DATE:	CLOSE DATE:
Property Book Officer	920A	24 August 2016	8 September 2016

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
HHB, 49th Missile Defense Battalion (GMD)	Minimum: WO-1 Maximum: WO-3

SELECTING SUPERVISOR:	PARA/LINE #	PHYSICAL PROFILE:
MAJ Karl Gansler	104-03	PULHES – 111111

AREAS OF CONSIDERATION

Zone 1 On board AKARNG AGR only (Must have held current duty position for a minimum of 18 months) (Must hold MOS or feeder MOS)
Zone 2 Alaska Army National Guard Members (Must hold MOS or feeder MOS)
Zone 4 Nationwide military members eligible for membership in the AKARNG (Must hold MOS or feeder 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

- Accountable Officer for the Commander, responsible for the management and over-sight of MTOE, TDA and CTA property valued in excess of 300 million dollars.
- Supervises the requisitions, receipts and distribution of class II, IV, VII and VIII equipment.
- Coordinates and supervises all property book operations, ensuring timely submissions of all reports and audits, monitors critical shortages/excess and cross level assets to ensure combat readiness. Tracks and oversees the State's new equipment fielding.
- Responsible for providing guidance and mentorship to three PBO team NCOs and one PBO team NCOIC.
- Provides technical advice and assistance to GMD Commander and Staff.
- Advise/assist the S-4s and 14 unit supply personnel in management of all non-expendable/durable property.
- Coordinate/conduct liaison with DOL and USP&FO for Alaska in support of Statewide property management. Provide support to mobilizing and demobilizing units.

Commissioning Opportunity

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – Must be eligible to obtain Secret.
- 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.
- Must possess a valid state motor vehicle operator license.
- Must meet the qualifications in DA Pam 600-3 for entry and professional development in this branch.
- No record of conviction by special or general court-martial or civilian courts of offenses listed in AR27-10 (Military Justice) Chapter 24 or otherwise required to register as a sexual offender under AR 27-10.
- Must meet all requirements for Personnel Reliability Program (PRP) qualifications.
- No objection to performing security duties in the vicinity of nuclear or chemical munitions stored or staged for military use.
- No record of more than 15 days lost (AWOL) under section 972-10-USC.
- No information in Provost Marshal Office, Intelligence Office, Military Personnel Record Jacket (MPRJ) or medical records which would prevent the granting of a security clearance under AR 380-67.
- No record of pre-trial intervention or conviction by military or civil court of the following: (a) Any offense involving force or violence.(b) Any offense listed under AR 601-210, para 4-22 (misdemeanor), or similar offense not listed for which the maximum possible sentence exceeds 4 months of confinement. (c) Two or more offenses within 5 years prior to the date of enlistment listed under AR 601-210, para 4-21 (minor non-traffic), or similar offense not listed for which the maximum possible sentence is less than 4 months confinement(d) Three or more minor traffic offenses as listed under AR 601-210, para 4-20(minor traffic) during the 12 months period prior to entry on active duty (does not include traffic violations considered misdemeanor or felony by virtue of fine amount per AR 601-210.(e)
- No pattern of behavior or actions that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.
- No record of possession or use of any narcotic or non-narcotic drug as defined by Article 134, UCMJ and AR 600-50. (Personnel entering active duty may be granted waiver at Military Entrance Processing Station by the AHRC Security Interviewer DoD policy on cannabis use).
- **Must have a completed predetermination packet for WOCS.**
- Must be willing to reside in (relocate to) and work in Fort Greely, Alaska commuting area for 3 year tour.
- If selected for this position, Command Sponsorship approval through the Exceptional Family Member Program (**EFMP**) is required.

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 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 **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 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 2-7are 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) or Officer Evaluation Report (OER) if applicable.
4. Certified copy of Enlisted Record Brief (ERB) or 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 acceptable: NGB 23B, AHRC 249-E, DD 220, DD 214 and any accompanying DD215 as applicable.
8. Certificate of Eligibility, if applicable.
9. Approved Predetermination packet (WOCS) 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

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

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.