



Alaska National Guard Active Guard Reserve (AGR) Position Announcement # **AKARNG 17-20**

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

POSITION TITLE: AIDE DE CAMP ONE TIME OCCASSIONAL TOUR (OTOT)	MOS/AFSC: 01A	OPEN DATE: 19 OCTOBER 2016	CLOSE DATE: 02 November 2016
UNIT OF ACTIVITY/DUTY LOCATION: JBER, AK 99505		GRADE REQUIREMENT: Minimum: O1/W01 Maximum: O3/W04	
SELECTING SUPERVISOR: LTC THOMAS ELMORE	PARA/LINE # TBD	PHYSICAL PROFILE: PULHES – 222222	

AREAS OF CONSIDERATION

- Zone 1: On-board AK ARNG AGR only
- Zone 2: Alaska 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

- Travel requirements: Approximately one week a month
- Travel with The Adjutant General (TAG) to selected events as required
- Provide for the general officer's personal well-being and security, and relieving the general officer of routing and time consuming duties
 - Travel bag
 - Mail/Email
 - Business Cards
 - Uniform preparation (knowledge of DA PAM 670-1)
 - Coordinate meals
 - Official biography and photo management
 - Driving
 - Coins
 - Gifts
 - Administrative readiness tasks (MEDPROS, ORB, OER, Retirement, Orders)
- Track leave days and General Officer days
- Preparing (if Executive Assistant cannot) and executing trip itineraries and managing DTS
- Meeting and hosting the Adjutant General's visitor's
- Schedule and track GO Senior Leader Development Course (through GOMO)
- Preparing and organizing schedules, activities, and calendars
- Perform additional duties as required
 - *****LENGTH OF TOUR IS LIMITED NTE 12 MONTHS *****
 - *****Applicant MUST BE ENDORSED through their Chain of Command*****
 - ****AGR Authority will be transferred to the new position****

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – Must be able to obtain SECRET
- Physical Demands Rating – Moderately heavy
 - Must meet the body composition standards prescribed in AR 600-9.
 - Lieutenant with less than 5 years time in grade must have completed an officer basic course
 - CPT with at least 5 years time in grade, must have completed CCC
 - Must not have failed selection for promotion on the latest consideration by a mandatory board
 - WO1 or CW2 must have completed a WOBC or received MOS Proponent equivalent grade
 - In the grade of CW3, or above, must have completed a warrant officer advanced course or received MOS proponent equivalent credit
 - Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for ONE year tour.
 - If selected for this position, approval of Command Sponsorship through the Exceptional Family Member Program (EFMP).

PREFERED QUALIFICATIONS

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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 an NGB waiver

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 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. 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. Application Package will not be forwarded without statement

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 2-7 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 Evaluation Report (as applicable)
4. Certified copy Record Brief (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 (National Guard only), AHRC 249-E (Reserve Component only), DD 220, DD 214 and any accompanying DD215 as applicable.
8. Command Endorsement Memo

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single 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

Applications sent 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)-428-6457 (DSN 317-384-4457)

(907) 428-6455 (DSN 317-384-4455)

(907)-428-6472 (DSN 317-384-4472)

(907)-428-6458 (DSN 317-384-4458)

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.