



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKARNG 17-21

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

POSITION TITLE: HRO RESOURCE NCO	MOS/AFSC: 42A20	OPEN DATE: 26 OCT 2016	CLOSE DATE: 09 November 2016
UNIT OF ACTIVITY/DUTY LOCATION: JBER AK 99505		GRADE REQUIREMENT: Minimum: E4 Maximum: E5	
SELECTING SUPERVISOR: CW4 Marcia L Harrison	PARA/LINE # 007A-10	PHYSICAL PROFILE: PULHES – 222222	

AREAS OF CONSIDERATION

- Zone 1: On-board AK ARNG AGR only
- Zone 2: Alaska Army National Guard members
- Zone 3: Alaska Army and Air National Guard members (Any MOS/AFSC)
- Zone 4: Nationwide or Tri-State (AK, CA, and CO) military members eligible for membership in the AKARNG (Must hold advertised MOS/AFSC)

MAJOR DUTIES MAY INCLUDE

- Prepares/processes AGR accession packets for Initial/Interstate Transfer (IST)/In-Service Recruit (ISR) hires
- Prepares orders and request for AGR orders; Initial, rescinded, REFRAD, amendment
- Calculate BASD and PEBD
- Prepares/processes DD 214s
- Assist with AGR Boards
- Process/Staff job announcements and screen applicants
- Maintain and provide positive customer service
- iPERMS; scan, indexing, problem resolve
- Prepares and maintains AGR records
- Participate in occupational classification and management of human resources
- Prepare personnel accounting and strength management reports
- Prepare and monitor requests for reductions, transfers, and discharges
- Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts
- Requisition and maintain office supplies, blank forms, and publications
- Types military and non-military correspondence
- Prepare and maintain functional files per ARIMS
- Evaluate personnel qualifications for special assignment
- Prepare and process requests for transfer or reassignment.
- Process classification/reclassification actions.
- Update processes, data trackers and data bases
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – Must be able to obtain SECRET
- 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).
- The ability to type at a minimum speed of 30 net words per minute.
- ASVAB Qualifying score for consideration: a.) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- MOS not open to non-United States Citizens. MOS is open to United States nationals
- Must possess a valid state motor vehicle operator license

PREFERRED QUALIFICATIONS

- Ability to work in a high OPTEMPO office and manage multiple projects at one time is highly desirable.
- Proficient in Microsoft Office Suite software
- Experience and knowledge of programs to include Defense Civilian Personnel Data System (DCPDS) and Defense Travel System (DTS), AFCOS, Reserve Component Automation Systems (RCAS), Safe Access File Exchange (SAFE), integrated personnel electronic records management system (iPERMS), Standard Installation/Division Personnel System (SIDPERS).

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
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 Noncommissioned Officer Evaluation Report (NCOER) if applicable
4. Certified copy of Enlisted Record Brief (ERB) 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.

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.