



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKARNG 18-45

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

POSITION TITLE: Human Resources SGT	AFSC or MOS 42A	OPEN DATE: 27 JUN 2018	CLOSE DATE: 27 JUL 2018
UNIT OF ACTIVITY/DUTY LOCATION: HHC, 1-297th IN BN, JBER, Alaska		GRADE REQUIREMENT: Min: E-4 Max: E-5	
SELECTING SUPERVISOR: CPT Brian Clausson	Paragraph/Line# 107-04	PULHES: 323222	

AREAS OF CONSIDERATION

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

MAJOR DUTIES MAY INCLUDE

ARMY GUARD: Refer to attached pages for more info on the duties for this MOS: <https://www.milsuite.mil/book/docs/DOC-234467>
Review and process State and Federal Awards
Prepare and process recommendations for awards and decorations and arrange for Battalion awards ceremony
Process Centralized and decentralized promotion and reduction actions
Prepare and monitor requests for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists
Review and QC evaluations
Conduct Financial and Personnel Reviews
Conduct Birth Month Reviews
Calculate BASD and PEBD
Initiates and tracks PAR orders
Update Record Briefs
Maintain monthly Suspension of Favorable Actions report
iPERMS; scan, indexing, problem resolve
Process all Pay related actions through My Unit Pay
Finance audits
Process payment Eligibility for Bonuses
Verify Student loan repayment payments
UMR management
Retirement points review
Mail room clerk
Process Unit Commander Finance Reports
Process Unit Commander Pay Management Reports
Maintain and provide positive customer service
Participate in occupational classification and management of human resources
Generates military and non-military correspondence
Prepare and maintain functional files per ARIMS
Prepare and process requests for transfer or reassignment.
Update processes, data trackers and databases
Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- (1) Security Clearance - Must be able to obtain:
- (2) A physical demands rating of Significant (Gray).
- (3) A physical profile of 323222.
- (4) Qualifying scores:
 - (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. (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
 - (e) A minimum OPAT score of Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in “Significant” (Gray).
- (5) Be a U.S. citizen.

PREFERRED QUALIFICATIONS

- Performs well in a fast paced environment; under scrutiny of customers, leadership and policy directors.
- Experience managing multiple projects at one time.
- Proficient in Microsoft Office Suite software.
- Experience with programs to include Military Personnel Office Orders (MILPO), Reserve Component Automation Systems (RCAS), Standard Installation/Division Personnel System (SIDPERS), Full-Time Support Management Control System (FTSMCS), Integrated Personnel Electronic Records Management System (iPERMS), Director's Personnel Readiness Overview (DPRO), Evaluation Entry System (EES), Evaluation Reporting System (ERS), My Unit Pay and Guard Incentive Management Subsystem (GIMS).
- Ability to take criticism, feedback, and flexibility to adapt regularly new policies.
- Maintains composure and adherence to policies regardless of influence from rank, personal relationships, or simplified actions.

SPECIAL ANNOUNCEMENT CRITERIA

Upon selection, additional medical verification will be required prior to start of AGR tour. Continuation beyond initial 3-year tour will be subject to evaluation based on AGR Sub tour Continuation Board. There is a three year mandatory active service obligation for accepting a position 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 required documents are not submitted, a letter of explanation must be included in your application explaining the why. 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 18-45 Doe, Jane E1 Email Subject should be: Position Announcement Number Example: AKARNG 18-45 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) 428-6459 (DSN 317-384-4459)
(907)-428-6455 (DSN 317-384-4455)

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.