



**Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
AKARNG 18-47**

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

<b>POSITION TITLE:</b> Operations and Training Officer	<b>AFSC or MOS</b> Any MOS	<b>OPEN DATE:</b> 03 Jul 2018	<b>CLOSE DATE:</b> 02 Aug 2018
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> Recruiting and Retention Battalion, Joint Base Elmendorf-Richardson, Alaska		<b>GRADE REQUIREMENT:</b> <b>Min:</b> E5 <b>Max:</b> O3	
<b>SELECTING SUPERVISOR:</b> LTC Donna Johnson	<b>Paragraph/Line#</b> 120/003	***COMMISSIONING OPPORTUNITY***	

**AREAS OF CONSIDERATION**

Zone 2: Alaska Army National Guard members (Any MOS)

**MAJOR DUTIES MAY INCLUDE**

The primary responsibility of the Operations and Training Officer is to support the efforts of field Recruiting and Retention Personnel. Duties are as follows:

- Exercise command and control over the Recruiting Sustainment Training Program.
- Review, monitor, and submit all requests for ADSW, advertising and miscellaneous purchases.
- Assist the RRB in developing short, medium and long-range goals, objectives and plans.
- Implement sustainment training and monitor compliance.
- Provide guidance and recommendations to commanders and other unit leaders regarding Strength Maintenance activities.
- Ensure that PER and FAZR tables in ARISS are updated regularly.
- Make presentations at civic and military functions regarding membership in the AKARNG.
- Ensure proper, fair, and equitable three tenant Strength Maintenance of missioning of members of RRB in order to meet strength objectives.
- Serve as the BN Organizational Inspection Program Coordinator and Managers Internal Control Program Internal Control Administrator.
- Responsible for planning and executing the annual Recruiting Sustainment Program self-accreditation.

**INITIAL ELIGIBILITY CRITERIA**

- SECURITY CLEARANCE – Must be able to obtain: Secret
- Aptitude Requirement: GT 110 (No Waivers)
- US Citizenship (No Waivers).
- Have a minimum of 90 college credits toward an accredited degree to begin training.
- Must meet commissioning criteria as stated in NGR 600-100.
- Must meet the body composition standards prescribed in AR 600-9.
- Must meet the medical fitness standards for retention per AR 40-501, chapter 2.
- Must meet the qualifications in DA Pam 600-3 for entry and professional development in this branch.
- Occupational Physical Assessment Test (OPAT) requirements:  
A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Dead-lift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).  
For More OPAT information - visit GKO @ :<https://states.gkoportal.ng.mil/states/AK/astaff/ArmyStaff/G3/G3%20Schools%20and%20Information%20Processing/Home.aspx>
- 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.
- OCS MUST BE COMPLETED UPON CONSIDERATION FOR THIS VACANCY or HOLD A CURRENT Certificate of Eligibility.
- Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour.
- If selected for this position, Command Sponsorship approval through the Exceptional Family Member Program (EFMP) is required.

**PREFERRED QUALIFICATIONS**

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:

- PME complete for current grade.
- Fiscal Law Training.
- GFEBs Experience.
- Defense Travel System AO/RO Experience.

## 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. 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 grade reduction 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](mailto: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 NCOERs/OERs as appropriate.
4. Current certified or validated copy of ERB/ORB as appropriate.
5. Current DA photograph in military uniform (taken within the last 24 months for E6 and above only).
6. Current 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 : Current 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. PDF File Name should be: Position Announcement Number, Last name, First name, Grade. Example: AKARNG 18-XX Doe, Jane E1. Email Subject should be: Position Announcement Number. Example: AKARNG 18-XX. Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil).

\*\*\*Applications sent through the AMRDEC Safe <https://safe.amrdec.army.mil/safe/> will mirror the email instructions above\*\*\*

### 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.



# Enlisted OPAT HPD Accessions MOS Binning

Frequently Perform Very Heavy Work Loads

Occasionally Perform Very Heavy Work Loads

Rarely Perform Very Heavy Work Loads

Unable to Perform Work Loads

**Heavy Physical Demands**

**Significant Physical Demands**

**Moderate Physical Demands**

**Unprepared**

Frequently / Constantly lift 41 lbs and above or any Frequent / Constant tasks 100 lbs or more with Occasional tasks over 100 lbs.

Frequently / Constantly lifts 41lbs-99lbs; with or without Occasional tasks up to 100 lbs

Frequently / Constantly lifts up to 40 lbs or when all physical demands are occasional

Unprepared to Meet Physical Demands

11B/C, 12B/C/D/P, 13B/F, 15V/Y, 18B/C/D/E/F/X, 19D/K, 88H/K/M, 92M

12G/M/V, 14P/S, 15B/D/E/F/J/N/R/S/T/U/W, 25L/R, 31B/K, 42A/R/S, 68W, 88L/N, 92A/F/G/R/S/W

00Z, 09B/C/D/E/J/L/M/N/Q/R/S/T/U/W, 11Z, 12A/H/K/N/Q/R/T/W/X/Y/Z, 13D/J/M/P/R/T/X/Z, 14E/G/H/T/X/Z, 15G/H/K/L/P/Q/Z, 17C, 18Z, 19Z, 25B/C/D/E/M/N/P/Q/S/T/U/V/W/X/Z, 27D, 29E, 31D/E, 35F/G/L/M/N/P/Q/S/T/V/X/Y/Z, 36B, 37F, 38B, 46Q/R/Z, 51C, 56M, 68A/B/C/D/E/F/G/H/J/K/L/M/N/P/Q/R/S/T/U/V/X/Y/Z, 74D, 79R/S/T/V, 88U/Z, 89A/B/D, 91A/B/C/D/E/F/G/H/J/L/M/P/S/X/Z SL1, 92L/Y/Z, 94A/D/E/F/H/M/P/R/S/T/W/Y/Z

**STANDARD FOR HEAVY**

Long Jump	<b>160</b>
Power Throw	<b>450</b>
Deadlift	<b>160</b>
Shuttles	<b>43</b>

**STANDARD FOR SIGNIFICANT**

Long Jump	<b>140</b>
Power Throw	<b>400</b>
Deadlift	<b>140</b>
Shuttles	<b>40</b>

**STANDARD FOR MODERATE**

Long Jump	<b>120</b>
Power Throw	<b>350</b>
Deadlift	<b>120</b>
Shuttles	<b>36</b>