



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKARNG 19-12A**

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

<b>POSITION TITLE:</b> Senior Human Resource NCO	<b>AFSC or MOS</b> 42A	<b>OPEN DATE:</b> 22 Oct 2018	<b>CLOSE DATE:</b> 10 Dec 2018
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 38th Troop Command/JBER, Alaska	<b>GRADE REQUIREMENT:</b> <b>Min:</b> E6 P <b>Max:</b> E7
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<b>SELECTING SUPERVISOR:</b> MSG Scott, Andre	<b>Paragraph/Line#</b> 107/10	<b>*CLOSE DATE HAS BEEN EXTENDED*</b>
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**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 the following link for more information about this MOS: <https://www.milsuite.mil/book/docs/DOC-234467>

**INITIAL ELIGIBILITY CRITERIA**

\*In addition to criteria listed on attached pages\*

- Security Clearance - Must be able to obtain: Secret
  - Must hold advertised MOS.
  - Aptitude Requirement: 95 in CL in Armed Services Vocational Aptitude Battery (ASVAB) test administered prior to 2 January 2002.
  - 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.
  - A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
  - As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
  - Physical Profile: PULHES requirement of (323222).
  - Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour.
  - Occupational Physical Assessment Test (OPAT) requirements:
    - Standing Long Jump (LJ) - 0140 cm [Significant]
    - Seated Power Throw (PT) - 400 cm [Significant]
    - Strength Deadlift (SD) - 0140 lbs [Significant]
    - Interval Aerobic Run (IR) - 0040 shuttles [Significant]
- For More OPAT information - visit GKO @ :  
<https://states.gkoportal.ng.mil/states/AK/astaff/ArmyStaff/G3/G3%20Schools%20and%20Information%20Processing/Home.aspx>
- If selected for this position, approval of Command Sponsorship through the Exceptional Family Member Program (EFMP).

**PREFERRED QUALIFICATIONS**

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

- Be part of a dynamic team and environment on Brigade level staff; the utmost military bearing and professionalism is required.
- Performs well in a fast paced environment; under scrutiny of customers, leadership, and policy directors.
- Performs personnel and administrative functions in support of the brigade, subordinate battalions, and companies.
- Process awards, separation packets, Soldiers in/out processing, promotions, and military pay actions.
- Advises Commanders and other staff members on personnel readiness issues and strength levels of supported reporting units.
- Experience managing multiple projects at one time.
- Proficient in Microsoft Office Suite software.
- Processing transactions into SIDPERS.
- 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), and My Unit Pay.
- 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-years tour will be subject to evaluation based on AGR Sub tour Continuation Board. 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](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 Noncommissioned Officer Evaluation Reports (NCOER) if applicable.
4. Certified/validated copy of Enlisted Record Brief (ERB).
5. Current 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.
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. PDF File Name should be: Position Announcement Number, Last name, First name, Grade. Example: AKARNG 19-XX Doe, Jane E1. Email Subject should be: Position Announcement Number Example: AKARNG 19-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 email instructions\*\*\*

### 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 **160**  
Power Throw **450**  
Deadlift **160**  
Shuttles **43**

**STANDARD FOR SIGNIFICANT**

Long Jump **140**  
Power Throw **400**  
Deadlift **140**  
Shuttles **40**

**STANDARD FOR MODERATE**

Long Jump **120**  
Power Throw **350**  
Deadlift **120**  
Shuttles **36**