



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKARNG 19-28**

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

<b>POSITION TITLE:</b> S1-ASSISTANT OPERATIONS OFFICER	<b>AFSC or MOS</b> 01A00	<b>OPEN DATE:</b> 28 Jan 2019	<b>CLOSE DATE:</b> 12 Feb 2019
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 297TH RSG, JBER, AK		<b>GRADE REQUIREMENT:</b> Min: O1 Max: O3	
<b>SELECTING SUPERVISOR:</b> LTC Aaron Hamilton	<b>Paragraph/Line#</b> 105-03		

**AREAS OF CONSIDERATION**

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

**MAJOR DUTIES MAY INCLUDE**

Develops, implements and evaluates the personnel and administrative policies for the Brigade. Serves as the primary advisor for the command in the areas of personnel, legal, and medical operations. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Develops command level guidance and oversees the implementation of the enlisted promotion management system. Responsible for planning and coordinating health service support for the command. Executes command level inspections in the area of personnel and administration. Investigates and recommends, as directed, appropriate action on incidents, accidents, and complaints involving subordinate units' personnel. Reviews, analyzes, and provides recommendations relative to force structure changes to determine the impact on personnel authorizations. Keeps abreast and ensures the implementation of new policy statements, regulations, and directives issued by higher headquarters concerning administrative and personnel activities. Provides support for community activities such as parades, celebrations, military funerals, etc. Provides technical assistance and guidance to organizational personnel. Revises assignments and/or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Prepares requests for filling vacancies to meet workload requirements. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Approves and disapproves leave. Receives and resolves or participates in the resolution of grievances or forwards to higher-level management for resolution. Performs other duties as assigned.

**INITIAL ELIGIBILITY CRITERIA**

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

- Security Clearance - Must be able to obtain:SECRET  
 Physical demands rating for initial award of AOC. Adjutant General's Corps Human Resources officers must possess the following qualifications:  
(a) A physical demands rating of Significant (Gray).  
(b) A physical profile of 323222.  
 Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour.

**PREFERRED QUALIFICATIONS**

- 42B qualified is preferred.
- Proficient in Microsoft Office Suite software.
- Experience with programs to include Military Personnel Office Orders (MILPO), Reserve Component Automation Systems (RCAS), Automated Fund Control Orders System (AFCOS), Standard Installation/Division Personnel System (SIDPERS), Integrated Personnel Electronic Records Management System (iPERMS), Director's Personnel Readiness Overview (DPRO), Evaluation Entry System (EES), and Evaluation Reporting System (ERS).
- Experience managing multiple projects at one time.
- 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. Must complete required MOSQ within one year of assignment. There is a three year mandatory active service obligation for accepting a position at this location 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](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 and phone number).
2. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>.
3. Last five Officer Evaluation Reports (OER) if applicable.
4. Current certified or validated copy of Officer Record Brief (ORB) as appropriate.
5. Current DA photograph in military uniform (taken within the last 24 months).
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 : 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 O1. 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).

### 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.