



**Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
AKARNG 19-33B**

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

<b>POSITION TITLE:</b> Training NCO	<b>AFSC or MOS</b> 27D(ANY MOS)	<b>OPEN DATE:</b> 06 Feb 2019	<b>CLOSE DATE:</b> 10 Mar 2019 <b>CHANGED</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> HHC, Regional Support Group, JBER, Alaska		<b>GRADE REQUIREMENT:</b> <b>Min:</b> E5 <b>Max:</b> E6	
<b>SELECTING SUPERVISOR:</b> CSM Charles Hooper	<b>Paragraph/Line#</b> 105-09		

**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**

- For more info on the duties for this MOS: <https://www.milsuite.mil>
- Support the Higher Headquarters with necessary training and readiness indicator data to accurately and timely complete reports
  - Normal duty day requires occasional attendance at evening meetings with unit leadership and higher headquarters
  - Responsible for supervising the successful accomplishment of the Commander's mobilization readiness objectives
  - Responsible for training resourcing activities
  - Anticipate and recommend solutions to needs of the unit in all aspects of training readiness
  - The Training NCO will be involved in the day-to-day actions of training management, mobilization planning, supply, maintenance, and personnel functions relating to the welfare of the Soldiers and mission capability
  - Act as the day-to-day representative and spokesperson in the daily training operations of the unit and to ensure the highest training status of the unit
  - Act as primary custodian of the DTS, ATRRS, RFMSS, and DTMS and must ensure the data is correct and current
  - Responsible for the tracking and management of all School applications, Range Requests, and Training Support Packets
  - Act on the commanders behalf to ensure training objectives are planned, resourced, and documented
  - Represent M-Day leadership during non-IDT and other training periods and supervise subordinate full-time staff
  - Operate in their MTO&E position during IDT and other training periods
  - Perform scheduled inspections and assist in performing special inspections
  - Supervises the operation of a command legal office. Trains and provides guidance to subordinates on complex legal administrative issues. Coordinates with units concerning taskings and training of paralegal specialist and noncommissioned officers. Conducts extensive legal research.
  - Perform additional duties as assigned

**INITIAL ELIGIBILITY CRITERIA**

- \*In addition to criteria listed on attached pages\*
- Security Clearance - Must be able to obtain: Secret.
  - Physical Profile: PULHES requirement of (222121).
  - Within one year must have:
    - (a) A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
    - (b) A minimum score of 107 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 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
  - Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour.
  - Must possess a valid state motor vehicle operator's license.

**PREFERRED QUALIFICATIONS**

In addition to the initial eligibility criteria and required forms listed in application procedures, the following are preferred qualifications:  
Must be or quickly become proficient with Digital Training Management System (DTMS), Defense Travel System (DTS), Interactive Personnel Electronic Records Management System (iPERMS), Army Training Requirements and Resources System (ATRRS), Automated Fund Control Orders System (AFCOS), and Reserve Component Automation System (RCAS). Range Facility Management Support System (RFMSS). Manages the unit individual training evaluation program (ITEP). Must complete required MOSQ within one year of assignment.

## 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 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).
2. Complete and signed 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 or validated copy of Enlisted Record Brief (ERB) 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 : 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)

### QUESTIONS:

To verify receipt of application, you may call

(907) 428-6459 (DSN 317-384-4459)

(907) 428-6455 (DSN 317-384-4455)

(907) 428-6464 (DSN 317-384-4464)

**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.