



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKARNG 19-39

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

POSITION TITLE: Human Resources NCO	AFSC or MOS 42A	OPEN DATE: 05 Mar 2019	CLOSE DATE: 04 Apr 2019
UNIT OF ACTIVITY/DUTY LOCATION: 103rd Civil Support Team, Anchorage, Alaska		GRADE REQUIREMENT: Min: E-5 Max: E-6	
SELECTING SUPERVISOR: LTC Mohammadi	Paragraph/Line# 003/02		

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

- Manages all WMD CST personnel programs including: family, weight management, medical/dental records, physical fitness, awards/decorations, forms, adverse actions, and the performance appraisal system
- Provides administrative support for WMD CST to include processing of documentation for pay and allowances, enlistment extensions, maintain personnel mobilization documentation, publication of alert rosters, and other administrative tasks as required; prepares written orders for WMD CST. Perform additional duties as assigned.
- Supports domestic operations through technical decontamination in a hazardous materials environment.
- Required to respond to no-notice, 60 minute recall to the 5005 Raspberry Road Anchorage, Alaska 99502 safely, anytime of the day/night or year unless otherwise excused by the Commander.

SPECIAL REQUIREMENTS: Irregular Schedule & TDYs: Incumbent will be required to work extended hours, shifts, holidays, weekends and regularly perform extended duty periods away from home station and temporary duty (TDY) both in-state and out-of-state. Individuals selected must meet the eligibility requirements and agree to complete a minimum initial tour of 36 months upon completion of CSSC on the same WMD-CST.

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Physical Profile: PULHES requirement of (323222)
 - Must be willing to reside in (relocate to) and work in Anchorage, Alaska area for 3 year tour.
 - Occupational Physical Assessment Test (OPAT) requirements: Significant
 - Standing Long Jump (LJ) - 140
 - Seated Power Throw (PT) - 400
 - Strength Deadlift (SD) - 140
 - Interval Aerobic Run (IR) - 40
 - Must maintain excellent physical condition and be able to pass an OSHA physical / pulmonary Fit Test IAW DA Pam 40-8.
 - Normal color vision required.
- 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

- Hazmat Technician Certified
- Experience on a Weapons of Mass Destruction Civil Support Team
- Experience as BN S-1/HR NCO
- Experience with Air Force personnel programs

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
CST and GMD assignments only. 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. 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 Report (NCOER) if applicable
4. Certified or Validated copy of Enlisted Record Brief (ERB) as appropriate (within 12mo)
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 : 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 File Name should be: Position Announcement Number, Last name, First name, Grade Example: AKARNG 16-52 Doe, Jane E1 Email Subject should be: Position Announcement Number Example: AKARNG 16-52 Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

NOTE: The preferred method to submit your application to HRO is through the email org box listed above. Applications WILL be accepted through ARL if standard email procedures do not work. If you need to send the application via ARL (redact your PII this means mark out your SSN and DOB from all documents), follow this link to submit: ARL SAFE <https://safe.arl.army.mil/>

QUESTIONS:

To verify receipt of application, you may call

- (907) 428-6472 (DSN 317-384-4472)
- (907)-428-6459 (DSN 317-384-4459)
- (907) 428-6455 (DSN 317-384-6455)
- (907)428-6464 (DSN 317-328-6464)

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.

13-8. Special Eligibility Requirements for WMD-CST Duty

a. States will ensure that applicants for Title 32 duty as part of a WMD-CST are well informed about the unique requirements associated with this critical duty assignment. Applicants should be provided written information sheets detailing the prerequisites that must be completed before hiring is finalized. These conditions of service will be clearly stated in announcements and advertisements for WMD-CST positions.

b. To qualify for selection to WMD-CST positions, the applicant must:

(1) Complete a physical examination IAW paragraph 9-3 before completion of the hiring process. HAZMAT Technician certification requires that each individual on the WMD-CST maintains the minimum medical standards noted throughout their duty assignment.

(2) Undergo urinalysis drug screen testing upon entry on active duty, and periodic testing while assigned to WMD-CST duty. States will ensure that members of the WMD-CSTs are included in the testing rotation under the local Alcohol and Drug Abuse Prevention Control (ADAPC) program.

(3) Meet AOC/MOS/AFSC qualifications for their duty position within 12 months of their assignment to the unit. An extension may be granted as an exception to policy IAW NGR 600-5 and ANGI 36-101 when WMD-CST training and MOS/AFSC qualification courses cannot both be accomplished in the initial 12 months through no fault of the service member.

(4) Uphold the highest standards of conduct and personal appearance.

(5) Ensure that outside employment, associations and off-duty conduct/activities are consistent with Federal directives on ethics and with State and Federal conflict of interest policies. Commanders must maintain a copy of the written approval for outside employment of AGR members. However, this employment must not impact the unit mission accomplishment or unit readiness.

(6) Agree to minimum three-year tour on the WMD-CST after completion of CSSC.

(7) The HCP applicant must have a minimum of three (3) years experience in an acute care setting prior to applying.

(8) If the Soldier or Airman holds an alternate MOS/AFSC identified in the WMD-CST TDA, the State will submit an exception to policy request to the appropriate NGB staff section for approval before hiring action is completed.



Enlisted OPAT HPD Accessions MOS Binning

Frequently Perform Very Heavy Work Loads



Heavy Physical Demands

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

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

STANDARD FOR HEAVY

Long Jump	160
Power Throw	450
Deadlift	160
Shuttles	43

Occasionally Perform Very Heavy Work Loads



Significant Physical Demands

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

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

STANDARD FOR SIGNIFICANT

Long Jump	140
Power Throw	400
Deadlift	140
Shuttles	40

Rarely Perform Very Heavy Work Loads



Moderate Physical Demands

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

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 MODERATE

Long Jump	120
Power Throw	350
Deadlift	120
Shuttles	36

Unable to Perform Work Loads



Unprepared

Unprepared to Meet Physical Demands