



Alaska Air National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 17-04



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: 176 th Wing Executive Officer - Deputy Chief of Staff	AFSC: 97E0	OPEN DATE: 17 OCTOBER 2016	CLOSE DATE: 15 NOVEMBER 2016
UNIT OF ACTIVITY/DUTY LOCATION: 176 th Wing, Joint Base Elmendorf-Richardson, Alaska		GRADE REQUIREMENT: Minimum: O3 (Immediately Promotable) Maximum: O5 <i>*Contingent upon control grade*</i>	
SELECTING SUPERVISOR: Col deMilliano	VACANCY: 0885112	PHYSICAL PROFILE: N/A	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (ANY AFSC)
Area 2 Alaska Air National Guard members (ANY AFSC)
All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Executes Wing/Vice Commander tasks, sets suspenses, works with Group Commanders and Action Officers to advise commanders
- Accomplishes HQ staff work to ensure the efficient functioning of Wing HQ actions and processes to facilitate Wing activities; coordinates with unit and HQ staffs to ensure mission accomplishment, compliance with Air Force directives and TAG guidance
- Oversees information management activities for the Commander, Vice Commander, and Command Chief; manages Wing Commander's calendar; represents the commander in interaction with other agencies of all levels
- Establishes and maintains liaison with Total Force and mission partners, National Guard Bureau and respective headquarters staff representatives, high-ranking public officials, corporate leadership, and civic groups
- Works with CCA to run Wing Staff CSS functions: performance reports, feedbacks, promotions, awards, Unit Fitness Program Manager, Unit Health Monitor, DTS Approving Official, ATAAPS, AROWS, GTC
- Prepares oral/written communications using techniques, analytical methods and interpersonal relations practices; manages the Wing Command Section SharePoint page
- Acts as the Wing Staff's primary Resource Advisor; coordinates Wing Staff, Family Programs, Yellow Ribbon, Strong Bonds, SAPR budgets
- Assists Wing/Vice Commander in the direction of Wing Public Affairs, Family Programs, Chaplains, Director of Psychological Health, Sexual Assault Response Coordinator, Equal Opportunity, Yellow Ribbon & Reintegration Program and other staff agencies as required
- Responsible for wing level and wing staff programs/special projects as directed by the Commander such as Crisis Action Team LNO, Community Relations Coordinator, Combating Trafficking in Persons program manager
- Handles protocol duties as required; implements, directs, and coordinates executive functions, services, and activities; coordinates with State JFHQ and 11 AF Protocol on distinguished visitors, STAFFDELS/ CODELS
- Directs Wing's Public Affairs, Family Programs, Chaplains, Director of Psychological Health, Sexual Assault
- Performs other duties as required

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Top Secret** (eligible to obtain)
- Required rank O-4/5. **O-3 applicants must meet all eligibility requirements for immediate promotion to O-4*
- **Maximum tour length of two years and will NOT place non-prior AGR member in career status**
- Previous experience developing and managing programs
- Previous experience as Executive or Staff Officer highly desired
- Previous leadership experience highly desired
- High degree of knowledge regarding NGB and PACAF staffs
- High degree of understanding of MAJOM Operational Plans (OPLANS) & State Emergency Response Plans
- Exceptional communication and organizational skills
- Management of wing wide computer programs

SPECIAL ANNOUNCEMENT CRITERIA

INDEFINITE: AKANG Career Status AGR Members will retain their career status if selected for this position, and may be reassigned. Initial AGR candidates selected for this vacancy may be required to return to their status held prior to acceptance of indefinite assignment. Indefinite, non-career status members may be separated with a 30 day notice. Indefinite employees may be converted to career status without further competition.

See Page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

<p>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</p>	<p>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</p>	<p>IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD</p>
<p>Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required</p>	<p>Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status</p>	<p>An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u></p>
<p>AGRs must have 12 months in assigned position or will not be considered for reassignment. IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard</p>	<p>If a selectee does not possess the advertised AFSC, 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</p>	<p>Any further questions regarding the AGR program may be answered in ANGI 36-101</p>
<p>ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."</p>		

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 with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications.** If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor
4. Cover Letter & Resume (optional)
5. Letters of Recommendation will be accepted

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: ANG 16-XX Doe, Jane E1

Email Subject should be: Position Announcement Number

Example: ANG 16-XX

Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

**** Applications will not be accepted through AMRDEC****

QUESTIONS:

To verify receipt of application or have issues, you may call 907-428-6242 DSN 317-384-4242

REMARKS

Federal law prohibits the use of government postage for submission of applications.

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.