Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement
AKANG 17-09

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

POSITION TITLE:	**MOS/AFSC:**	**OPEN DATE:**	**CLOSE DATE:**
AIDE DE CAMP (TEMP AGR)	ANY AFSC	19 OCTOBER 2016	22 November 2016

UNIT OF ACTIVITY/DUTY LOCATION:	**GRADE REQUIREMENT:**
JFHQ, JBER, AK 99505	**Minimum:** O1 **Maximum:** O3

SELECTING SUPERVISOR:	**PARA/LINE #**	**PHYSICAL PROFILE:**
LTC THOMAS ELMORE		PULHES – 222222

AREAS OF CONSIDERATION

On-board AK ANG AGR only (On-board AGR only, transfer employment authority)

Alaska Air National Guard members (Any AFSC)

Nationwide military members eligible for membership in the AKANG (Any MOS/AFSC)

MAJOR DUTIES MAY INCLUDE

• Travel requirements: Approximately one week a month
• Travel with The Adjutant General (TAG) to selected events as required
•Provide for the general officer's personal well-being and security, and relieving the general officer of routing and time consuming duties
-Travel bag
-Mail/Email
-Business Cards
-Uniform preparation (knowledge of DA PAM 670-1)
-Coordinate meals
-Official biography and photo management
-Driving
-Coins
-Gifts
• Track leave days and General Officer days
• Preparing (if Executive Assistant cannot) and executing trip itineraries and managing DTS
• Meeting and hosting the Adjutant General's visitor's
• Schedule and track GO Senior Leader Development Course (through GOMO)
• Preparing and organizing schedules, activities, and calendars
• Perform additional duties as required

*****LENGTH OF TOUR IS LIMITED NTE 12 MONTHS *****
*****Applicant MUST BE ENDORSED through their Chain of Command*****
*****AGR Authority will be transferred to the new position*****

INITIAL ELIGIBILITY CRITERIA

SECURITY CLEARANCE – Must be able to obtain SECRET
• Physical Demands Rating – Moderately heavy
• Must not have failed selection for promotion on the latest consideration by a mandatory board
•Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for a one year tour.
•If selected for this position, approval of Command Sponsorship through the Exceptional Family Member Program (EFMP).

Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1

PREFERED QUALIFICATIONS

SPECIAL ANNOUNCEMENT CRITERIA

•LENGTH OF TOUR IS LIMITED TO 12 MONTHS, TEMP AGR TOUR
•Applicant MUST BE ENDORSED through their Chain of Command
•AGR Authority will be transferred to the new position

INSTRUCTIONS FOR APPLICANTS

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
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
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
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
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. Application Package will not be forwarded without statement
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…."
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
Any further questions regarding the AGR program may be answered in ANGI 36-101

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. Signed 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 and Resume(optional)
6. Last 3 Enlisted/Officer Performance Evaluations (If applicable)
7. Letters of Recommendation will be accepted (Optional)

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
907-428-6451 DSN 317-384-4451 or
907-428-6242 DSN 317-384-4242

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