



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 17-104**

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

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|---|---|--|-----------------------------------|
| <b>POSITION TITLE:</b><br>176 OSS Commander (Dual advertisement - Bring own EA)                                     | <b>AFSC or MOS</b><br>11XX, 12XX, 13XX, 14XX      | <b>OPEN DATE:</b><br>13 Jul 2017                           | <b>CLOSE DATE:</b><br>31 Jul 2017 |
| <b>UNIT OF ACTIVITY/DUTY LOCATION:</b><br>176th Operations Support Squadron Joint Base Elmendorf-Richardson, Alaska |   | <b>GRADE REQUIREMENT:</b><br><b>Min:</b> O5 <b>Max:</b> O5 |                                   |
| <b>SELECTING SUPERVISOR:</b><br>Col Thomas Bolin  | <b>Position Number</b><br>Contingent on Selection | <b>PHYSICAL PROFILE:</b><br><b>PULHES – 111111</b>         |                                   |

**AREAS OF CONSIDERATION**

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

**\*This position as also advertised as DSG and Technician as Advertisement AK-10020094-AF-17-036\***

**MAJOR DUTIES MAY INCLUDE**

**AIR GUARD:** Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFOCD

**INITIAL ELIGIBILITY CRITERIA**

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

- Security Clearance - Must be able to obtain: Top Secret Eligible
- Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour.
- Meet the qualification requirements as identified in the appropriate Air Force Instruction for the type of military aircraft flown as a fully qualified pilot or combat systems officer (if applicable) with at least 36 months of Specialized Experience, education, or training arranging or procuring transportation for personnel, cargo or freight
- For Combat Rescue Officers you must have a minimum qualification rating of Team Commander.
- For Intelligence Officers you must be Basic Mission Capable in your primary Mission Design Series (MDS).
- For Air Battle Managers you must be current and qualified as a Senior Director and/or Mission Crew Commander.

**PREFERED QUALIFICATIONS**

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:

- Resume
- Cover Letter
- Last 3 Enlisted/Officer Performance Evaluations
- Letters of Recommendation will be accepted

**PREFERRED QUALIFICATION**

- Experience with manpower, resource allocation, inter-agency agreements, readiness reporting and personnel actions
- Experience coordinating and negotiating with organizations/personnel both orally and in writing to resolve differences/problems
- Experience which includes responsibility for the supervision and management of personnel

## SPECIAL ANNOUNCEMENT CRITERIA

Upon selection additional medical verification will be required prior to start of AGR tour  
Continuation beyond initial 3-years tour may be subject to evaluation based on AGR Sub tour Continuation Board  
Position number and employment authority will be based on that brought by selectee

## 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  
Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). 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](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 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. Items requested in the "PREFERRED QUALIFICATIONS" section above.

### 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 17-XX Doe, Jane E1

Email Subject should be: Position Announcement Number

Example: ANG 17-XX

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto: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 DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

**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.

## 176 OSS COMMANDER

### MAJOR DUTIES MAY INCLUDE

- Plan work to be accomplished by the organization which consists of about 30 or more full-time subordinates engaged in technical and administrative work
- Set priorities and prepare schedule for completion of work
- Assign work to subordinate Units based on priorities, selective consideration of difficulty and requirements of assignments, and the capabilities of employees
- Review, accept, amend or reject work which has been reviewed by subordinate supervisors
- Give advice, counsel, or instruction to supervisors and subordinate employees on both general policy and administrative matters
- Consult with subordinate supervisors and, training specialists on training needs
- Provide or make provision for such development and training
- Make decision on work problems presented by subordinate supervisors
- Collaborate with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units not personally supervised
- Advise officials with broader and higher responsibilities on problems involving the relationship of the work of the organization supervised to broader programs, and its impact on such programs
- Evaluate supervisors and review evaluations made by supervisors on other employees
- Approve selections for nonsupervisory positions and recommends selections for supervisory positions
- Hear and resolves group grievances and serious employee complaints not resolved at a lower level
- Review serious disciplinary cases and disciplinary problems involving key employees and determines required action
- Support equal employment opportunity and labor-management relations programs
- Ensures efficient position management and that position descriptions of subordinates are accurate
- Approve/disapprove leave
- Prepare performance standards
- Oversee all unit operations activities, both in the air (for all assigned aircrew) and on the ground, which based on unit mission and equipment, may include any of the following functional areas: Training, Tactics, Current Operations, Intelligence, Aircrew Flight Equipment, Aircrew Records Management, Commander's Support Staff
- Monitor work of subordinates and reviews written reports
- Sets policy and gives guidance to subordinates to ensure Air Force, gaining command, ANG, and unit directives are properly implemented to achieve operational readiness of the Unit
- Develop long-range training and deployment plans for the unit to meet training goals, higher headquarters inspection schedules and overseas deployment requirements
- Coordinate required planning and resources with other units and higher headquarters to support and implement the training and deployment plan
- Direct the development of unit training goals and long-range advanced planning to include facility/equipment modernization, improvement or replacement
- Develop detailed plans for accomplishment of these training goals and advanced plans
- Develop and recommend the operations budget for approval to higher headquarters based on unit requirements and mission
- Oversee the approved operations budget and allocate resources to meet training goals to include efficient expenditure of man-day allocations
- Oversee and coordinate the unit Status of Resources and Training Systems (SORTS) and the Aerospace UTC Reporting Tool (ART) reports with higher headquarters to determine unit mission capability under wartime conditions
- Assess the impact on organizational programs and resource management
- Oversee all unit flight and ground training of assigned/attached flying personnel
- Monitor training programs to ensure maximum utilization of training facilities, adherence to training standards and avoidance of duplicate training effort
- Ensure that assigned/attached aircrews maintain continuous qualification in medical and physiological training in accordance with Air Force, Gaining Command, and ANG regulations/requirements for all assigned aircrew

- Monitor the implementation of an effective division safety program for all flying operations and related ground activities
- Continually evaluate program results to reduce or eliminate accidents and Incidents
- Follow-up on the corrective action taken to eliminate hazards
- Develop division policy for flight management personnel to insure effective and efficient administrative control of all flight documentation and Individual flight records
- Participate in management decisions impacting purchase and use of computer hardware, software, and training programs for the unit
- Perform additional duties as assigned

**C – Commander**  
**(Changed 31 October 2015)**

**Prefix C** identifies positions on manning documents and officers serving in, or qualified to serve in, positions of command below group level, such as squadrons, support squadrons, and detachments.

**NOTE:** Persons serving in, or qualified to serve in, C prefix positions must be delegated authority, in writing, to administer actions under Article 15 Uniform Code of Military Justice.

Affix to the Duty AFSC upon assignment of officers to these positions and retain only so long as they are incumbents.

Award and affix to the awarded qualified (XXX3/X) AFSC (primary, second, or third) when qualification as a commander has been demonstrated.

Normally, Prefix C will be affixed to the awarded AFSC in which duty as a commander is being performed. It will be retained as long as the officer remains qualified as a commander.

Officers must possess the following prerequisites for the award of this prefix:

1. Knowledge of military administration, military justice, and personnel management.
2. A minimum of 12 months of experience in a command position before award.
3. Have met the qualifications for and been awarded the qualified (XXX3/X) functional AFSC IAW AFI 36-2101 and the individual AFSC specialty description herein.
4. Certification by immediate supervisor that the officer possesses commander qualifications.