



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 17-87

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

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| POSITION TITLE: Unit Deployment Manager | AFSC or MOS 8U000 | OPEN DATE: 16 Jun 2017 | CLOSE DATE: 16 Jul 2017 |
| UNIT OF ACTIVITY/DUTY LOCATION: 176th Maintenance Operations Flight, Joint Base Elmendorf-Richardson, Alaska | | GRADE REQUIREMENT: Min: E-6 Max: E-7 | |
| SELECTING SUPERVISOR: MSgt Brian Boucher | Position Number 888036 | PHYSICAL PROFILE: PULHES – 333233 | |

AREAS OF CONSIDERATION

On-board AK ANG AGR (Any AFSC)
Alaska Air National Guard members (Any AFSC)
Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

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 AFECD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: Administrative score of 56 or greater (ASVAB)
- Demonstrated ability to lift 40 lbs (X-factor lift test)
- Must be willing to reside in (relocate to) and work in Joint Base Elmendorf-Richardson, Alaska commuting area for a 3 to 5 year tour.

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

Ability to articulate the following knowledge, skills, and abilities:

- Advising and assisting organization commander in preparation and execution of unit deployments.
- Coordinating resolution of complex readiness problems related to deployment activities with appropriate base agencies.
- Preparing organization personnel and cargo to deploy in support of mission requirements.
- Manages and maintaining organization AEF UTC Reporting Tool (ART) inputs.
- Manages and maintaining Defense Readiness Reporting System (DRRS) input.
- Coordination of deployment in-processing actions of newly assigned personnel.
- Management and tracking of passport and visa requests for members deploying OCONUS.
- Scheduling deployment and readiness training IAW requirements identified in applicable reporting instructions.
- Tracking and verifying organization personnel medical status in regards to deployment readiness.
- Processing organizational commander shortfalls and reclama requests through prescribed AF systems.
- Use of Logistics Module (LOGMOD) for development and maintenance of unit type codes (UTCs).
- Supervising Cargo Increment Monitors and ensuring unit owned cargo is properly maintained at a feasible state of readiness, prepared for shipment, and accountability management.
- Briefing organization leadership and personnel on deployment readiness matters.
- Must be familiar with HRO processing actions for AF 2096's, SF 52's and MCR's.
- Must be familiar with unit manning document management.
- Have working knowledge of basic RA duties.

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

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. 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

** 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.

SDI 8U000

UNIT DEPLOYMENT MANAGER
(Changed 31 Oct 16, Effective 8 Feb 16)

1. Specialty Summary. Principle advisor to the organization commander on all issues related to deployment readiness and execution. Implements and executes commander-directed deployment actions for assigned personnel and cargo. Monitors and maintains unit deployment readiness statistics and implements commander, MAJCOM, and HAF deployment readiness guidance. Exercises general supervision over assigned squadron personnel in all matters related to deployment readiness and execution. Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities:

- 2.1. Provides the organization commander a deployable force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the deployment readiness of military members and assigned deployment equipment. Prepares organization personnel and cargo to deploy in support of mission requirements. Exercises the necessary leadership to provide and sustain a mission-ready capability for the organization commander.
- 2.2. Advises the organization commander on readiness status. Assists the commander in preparation and execution of unit deployments.
- 2.3. Works with supervisory personnel to ensure individual readiness is maintained. Ensures readiness standards for deployment are met by all organization personnel. Provides leadership and guidance to supervisors and members enabling them to maintain the highest level of readiness. Coordinates resolution of complex readiness problems related to deployment activities with appropriate base agencies. Maintains liaison with the Installation Deployment Readiness Cell to ensure squadron readiness and awareness of current deployment operations. Ensures personnel training and cargo readiness is provided.
- 2.4. Coordinates deployment inprocessing actions of newly assigned personnel to ensure members are assigned to the correct AEF Band, added to the Aerospace Reporting Tool (ART) database, and their Air Force Deployment Folders are created.
- 2.5. Creates and manages the unit deployment folder program through a proactive inspection program.
- 2.6. Manages and tracks passport and visa requests for members deploying OCONUS IAW the DoD Foreign Clearance Guide.
- 2.7. Manages organization micropurchase program for deployment equipment orders IAW applicable reporting instructions.
- 2.8. Schedules deployment and readiness training IAW requirements identified in applicable reporting instructions and published Air Force Instructions. Manages small arms training requirements.
- 2.9. Uses Logistics Module (LOGMOD) to develop and maintain unit type codes (UTCs) for which their organization is a pilot unit. Ensures equipment meets Mission Capability Statement requirements, are error free, and coordinates with the Installation Deployment Readiness Cell for submission to MAJCOM for approval and inclusion in AF planning documents. Validates UTCs biennially, or more often as required, to ensure organization is capable of meeting wartime requirements.
- 2.10. Manages and maintains organization AEF UTC Reporting Tool (ART) inputs and status updates for assigned military members. Reviews and validates information contained within Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability statements (DOC), Mission Essential Task Lists (METLs), and LOGMOD Deployment Requirements Manning Document (DRMD). Advises commander when matters impacting deployment readiness arise.
- 2.11. Tracks and verifies organization personnel medical status in regards to deployment readiness.
- 2.12. Coordinates transportation requirements with the Installation Deployment Readiness Cell.
- 2.13. Processes organization commander shortfalls and reclama requests through prescribed AF systems.
- 2.14. Processes notional, contingency, exercise, deployment, and rotational taskings to ensure the appropriate individual or cargo asset is deployed in support of warfighter requirements. Pare and tailors equipment UTCs upon MAJCOM approval to ensure the proper capability is deployed to support the warfighter.
- 2.15. Supervises Cargo Increment Monitors to ensure cargo is properly maintained at a feasible state of readiness, prepared for shipment, and accountability has been maintained.
- 2.16. Performs all necessary actions to ensure military members are reintegrated into non-combat orientated environments as directed by AF policies.
- 2.17. Briefs organization leadership and personnel on deployment readiness matters.

3. Specialty Duty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of logistics planning techniques in functional areas of supply, transportation, contracting, services, force protection, operations, personnel, comptroller, medical, and legal as impacted by, and as they impact organizational deployment readiness; Air Force operations and organization; processes of deployment, redeployment, reintegration, and reconstitution; command and control techniques; techniques of conducting readiness assessments; data processing and electronic data processing equipment; and basic budgeting techniques.
- 3.2. Education. For entry into this SDI, completion of high school or general educational development equivalency is mandatory.
- 3.3. Training. For retention of this SDI, completion of the AF Unit Deployment Manager Course and certification by the organization's host Installation Deployment Readiness Cell in core tasks is mandatory.
- 3.4. Experience. For entry into this SDI, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.
- 3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for mandatory entry requirements.

3.5.2. For entry and retention of this SDI:

3.5.2.1. No recorded evidence of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.2. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.3. Never been convicted by a general, special, or summary courts-martial.

3.5.2.4. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody.

3.5.2.5. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.

NOTE: Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.

3.5.2.6. For award and retention of this SDI, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.2.7. Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8U000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLIC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the SDI without a completed NACLIC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.