



# Alaska State Defense Force (ASDF) Volunteer Vacancy Announcement # **ASDF 16-01 Amendment**



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

<b>POSITION TITLE:</b> Commander, Alaska State Defense Force	<b>MOS:</b> 01A	<b>OPEN DATE:</b> 12 JANUARY 2016	<b>CLOSE DATE:</b> 25 FEBRUARY 2016
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> Joint Forces Headquarters JBER, Alaska		<b>GRADE REQUIREMENT:</b> Minimum: O5      Maximum: O6	
<b>SELECTING SUPERVISOR:</b> BG HUMMEL	<b>PARA/LINE #</b>	<b>PHYSICAL PROFILE:</b>	

### AREAS OF CONSIDERATION

*Retired or served honorably (ANY AOC)*

### MAJOR DUTIES INCLUDE

- Directly and through subordinates, incumbent determines unit goals which are the foundation for long and short range planning and execution of all unit programs, and provides a focus for all unit functions and activities.
- Ensures goals coincide with state military strategies and local limitations. Considers factors such as current and future mission needs, political climate, environmental concerns, area demographics, and operating conditions. Provides guidance, resources, and other support similar to group requirements.
- Responsible for accomplishment of the unit mission.
- Requires on-the-spot decisions which may be irrevocable and of life or death consequences.
- Responsible for the formulation, presentation, justification and execution of an allocated budget involving several major force elements and state funds.
- Responsible for the development and implementation of a variety of federal, state and local programs to ensure mission effectiveness, e.g. Hazard Abatement Program Ensures the development of a plan which meets national, state, and local environmental requirements for proper disposal of hazardous waste, control of fuel spills, and for providing safe working conditions. Fraud, Waste and Abuse Program - Ensures compliance with accountability procedures, to detect embezzlement, theft, and other criminal activities.
- Ensures personnel are examined, evaluated, and receive medical treatment as required to be readily deployable around the state. Institutes fitness, wellness, suicide prevention and substance abuse programs. Public Affairs Program - Maintains a positive community climate through a variety of recurring and special events. Disaster Response Actions. Provides a mission – ready force to integrate with federal and state responders.
- Personnel Management - In conjunction with the Adjutant General's staff, and through subordinate staff members, plans, organizes, directs, and controls unit military and full-time personnel under several different personnel systems.
- Ensures Equal Employment Opportunity Program is effective. Implements Incentive Programs.
- Establishes channels of communication within the unit which keep personnel informed, and provides feedback.
- Communicates and coordinates items of interest and potential adverse impact to distinguished visitors and local political leadership. Represents the Alaska State Defense Force in meetings with other federal, state and local agencies.
- Through the Chaplain, provides religious services, and through the Judge Advocate, provides legal services.
- Negotiates host/tenant agreements, memoranda of understanding, joint use and interservice agreements, leases, and licenses with military and civil agencies who provide and receive support, in contracting, supply, administration, fire protection, security, accounting and finance, personnel function and utility service, resource sharing, and which interoperate with the unit.
- Ensures proper and adequate security and safeguarding of property, equipment, resources, and people entrusted to the unit. Ensures classified documents and equipment are accounted for, controlled, stored and safeguarded.
- Maintains mission readiness and compliance with directives as validated through the Inspector General and other review agencies. Ensures personnel are trained and exercised in their wartime skills.
- Ensures a functional base information systems plan which provides for equipment/data security, communications, data processing, and audio/visual services.

### INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE - **Secret (eligible to obtain)**
- Physical Demands Rating – Moderate heavy
- Must display high moral character as determined by the following criteria
- No pattern of undesirable behavior as evidenced by civil and military records
- No record of civilian conviction within the last 10 years other than minor traffic offenses
- No record of conviction by court martial
- No record of conviction by civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24
- **Eligible for appointment to LTC(AK)/Lieutenant Colonel, COL(AK)/Colonel in accordance with ASDF PAM 10-1**

## PREFERRED QUALICATIONS

**\*See page 2 for All Required Documents for Consideration\***

## INSTRUCTIONS FOR APPLICANTS

<b>Must be or be eligible to become a member of the Alaska State Defense Force</b>	<b>Must not be under a current suspension of favorable personnel actions</b>	<b>Must not be a candidate for a partisan elective office, hold a civil office, or engaged in partisan political activities</b>
<b>Applicants must have served in the military</b>	<b>Individuals who have been separated from military services for cause, unsuitability, or unfitness for military service are not eligible to enter the Alaska State Defense Force</b>	<b>Applicants must understand that this position is volunteer and NOT a paid position except when activated under State Active Duty</b>

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@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. 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 1-9 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. State Driver's License
2. Current AST Criminal History Report (\$20 from the Alaska State Troopers Dept [http://www/dps/alaska.gov/Statewide/background/docs/RequestforCJI\\_FromREcordSubject.pdf](http://www/dps/alaska.gov/Statewide/background/docs/RequestforCJI_FromREcordSubject.pdf))
3. DD 214 (prior military) or NGB 22 (prior National Guard)
4. W-4 form, current
5. Social Security Card
6. Civilian Resume
7. Copies of certificates and diplomas
8. Military Biography
9. Last 5 Military Evaluation Reports

### **EMAILING REQUIREMENTS:**

Ensure all requirements are consolidated into **ONE** single PDF file.

PDF File Name should be: (Position Announcement Number) Last name, First name, (Example: **ASDF 15-xx Doe, Jane**)

Email Subject should be: (Position Announcement Number) (Example: **ASDF 15-xx**)

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### **QUESTIONS:**

To verify receipt of application, you may call 907-428-6589 or 907 428-6450

## REMARKS

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 STATE DEFENSE FORCE 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.