

State of Alaska
 Department of Military and Veterans Affairs
 State Active Duty (SAD)
 Position Announcement #

SAD 16-01

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

POSITION TITLE: MILITARY AIDE TO THE GOVERNOR	MOS/AFSC: ANY	OPEN DATE: 22 MARCH 2016	CLOSE DATE: 4 APRIL 2016
UNIT OF ACTIVITY/DUTY LOCATION: JOINT FORCES HEADQUARTERS, JBER-RICHARDSON, AK		GRADE REQUIREMENT: Officer: 01-04 Enlisted: E5-E8	
SELECTING SUPERVISOR: COL KIMBERELY DEROUEN	PARA/LINE # N/A	PHYSICAL PROFILE: PULHES – 222222	

AREAS OF CONSIDERATION

Zone 3 ONLY Alaska Army and Air National Guard members (**ANY MOS/AFSC**) and Alaska State Defense Force (ASDF)

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

MAJOR DUTIES MAY INCLUDE

- Serves as the Liaison between The Adjutant General and the Governor for routine matters
- Maintains back up communication and hardware devices for emergency communications
- Coordinates Military Transportation for Governor in his role as Commander-in-Chief
- Prepares and organize schedules, activities, and calendars as directed
- Prepares and executes trip itineraries as directed
- Coordinates protocol activities
- Greets and host the Governors' visitors
- Performs varied duties, according to the Governors' administrative requirements
- Travel requirements: 66% of time
- Primary work location at the Governor's office in Anchorage on a day to day basis and will travel with the Governor as needed
- Provides for the Governor's personal well-being and back up security, and relieving the Governor of routine and time-consuming duties
- Perform additional duties as required

LENGTH OF INITIAL TOUR IS LIMITED TO 60 DAYS. EXTENSION(S) WILL BE BASED UPON THE AVAILABILITY OF STATE FUNDING AND JOB PERFORMANCE

INITIAL ELIGIBILITY CRITERIA

- No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud
- Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses
- Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible
- Individual must not have a current Suspended Personnel Favorable Action (SPFA) (Army Only) or pending adverse action
- Passing Army Physical Fitness Test/Individual Fitness, Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Score Card, or a signed letter from the unit Fitness Monitor and professional appearance in uniform
- Must possess a valid state motor vehicle operator license

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PREFERED QUALIFICATIONS

- Excellent interpersonal skills including demonstrated experience in liaison duties
- Advanced typing and computer skills (i.e. Microsoft Office Suite)
- Strong time management and organizational skills
- Strong written and verbal communication

SPECIAL ANNOUNCEMENT CRITERIA

- **LENGTH OF INITIAL TOUR IS LIMITED TO 60 DAYS. EXTENSION(S) WILL BE BASED UPON THE AVAILABILITY OF STATE FUNDING AND JOB PERFORMANCE***
- Salary will be at SAD rates (two times military base pay). Travel and per diem authorized when traveling outside of Alaska. Travel only is authorized when traveling within the state of Alaska.
- Relocation allowances are not authorized.
- M-Day/DSG Soldiers and Airmen have re-employment rights pursuant to Alaska Statute 26.05.075 <http://codes.lp.findlaw.com/akstatutes/26/26.05./26.05.075>.
- Applicant must be endorsed through unit Chain of Command

INSTRUCTIONS FOR APPLICANTS

Must be a member of the Alaska Army, Air National Guard, or Alaska State Defense Force	Must not be under a current suspension of favorable personnel actions	Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities
Applicants not currently serving on an AGR Tour	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the program without an approved waiver (if applicable)	

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. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. Complete applications must be received in HRO-AGR office **no later than 2359 of the closing date**. 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 are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

Packet must be in the following order:

1. Cover Letter (Please include personal and military email)
2. Resume
3. Last three military evaluations (OER, OPR, NCOER, EPR), or equivalent (ASDF)
4. Certified copy of Record Brief (ORB/ERB) or vMPF Record of Individual Personnel (RIP) or equivalent (ASDF)
5. Official photograph in military uniform (taken within the last 24 months) or equivalent (ASDF)
6. Passing Army Physical Fitness Test (DA705), Individual Fitness from the Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Score Card, or a signed letter from the unit Fitness Monitor, or equivalent (ASDF)
7. DA Form 5500/550 (if applicable)
8. Must possess a valid state motor vehicle operator license
9. Letter of recommendation from the unit Commander

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 16-15 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ARNG 16-15**)

Email Application Package to AKNG-Apply@mail.mil

Questions and to verify receipt of application, you may call (907)-428-6241 (DSN 317-384-4241), (907) 428-6680 (DSN 317-384-4680)

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.