



1. Resume (Please include personal and military email)
  2. NGB 34-1 Application (Unsigned applications will not be accepted)
  3. Copy of Soldier Record Brief (Must be within 6 months) OR Soldier Talent Profile
  4. Last five Evaluations Reports (if applicable)
  5. NGB 23 or DA 5016 (Must be within six months) \*National Guard Only
  6. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. \*\*\* Print the 1 page IMR report, not the webpage screen or medical questionnaire.
  7. Statement of all active service performed-ALL DD220, DD214 and any accompanying DD215 as applicable
  8. DA Form 705-Test: ACFT Scorecard (Must show a passing score within 6 months of application)
  9. Any documents pertaining to preferred qualifications
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**ADDITIONAL INSTRUCTIONS FOR APPLYING:**

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the listed documents through FTSMCS Jobs. To access the FTSMCS Jobs Application, click on the following: <https://fismcs.ngb.army.mil/> ⇒ Applications Toolbar ⇒ ARNG-HRA ⇒ Jobs ⇒ Apply for a Position. No other method of submission will be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Complete applications must be received in HRO-AGR office no later than 2359 EST 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 above. All documents 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.

**CONTACT INFORMATION:**

Staffing and Accessions

COMM: (907) 428-6142

EMAIL: [ng.ak.akamg.mbx.agr-team@army.mil](mailto:ng.ak.akamg.mbx.agr-team@army.mil)

**EQUAL OPPORTUNITY:**

The Alaska National Guard is an Equal Opportunity Employer. It is policy of the AKNG to provide a discrimination-free environment for all employees and applicants for employment. Equal Opportunity principles must govern all aspects of the Alaska National Guard's personnel practices. All supervisors, managers, and employees share in the responsibilities to foster a climate of Equal Opportunity. Acts of unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, and sexual orientation), sexual harassment, or reprisal based upon participation in an EO matter will not be tolerated in the AKNG.