ALASKA NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
Announcement Number: AKANG 26-061

POSITION TITLE: Unit Deployment Manager	AFSC 8U000	OPEN DATE: 19 Feb 2026	CLOSE DATE: 6 March 2026

UNIT OF ACTIVITY/DUTY LOCATION: 168th Maintenance Operations Flight, Eielson Air Force Base, Alaska	GRADE REQUIREMENT: Min: E5p Max: E7

SELECTING SUPERVISOR: MSgt Kevin M. Perez	Position Number 0109717634	

AREAS OF CONSIDERATION

On-board AK ANG AGR   (Any AFSC)

Alaska Air National Guard members (Any AFSC)

Alaska Army National Guard members   (Open to Any MOS)

Nationwide military members eligible for membership in the AKANG (Open to Any AFSC or Equivalent)

MAJOR DUTIES

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: Admin 56
- PULHES: 333233
- Strength requirement: Demonstrated ability to lift 40 lbs

PREFERRED QUALIFICATIONS

In accordance with AKNGI 1320.14 (26 Jun 2020) & ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Resume
2. Cover Letter
3. Last three (3) EPBs/EPRs
4. No more than three (3) Letters of Recommendation
5. UDM and/or readiness reporting experience (DRRS, LOGMOD)
6. Hazardous Cargo/Cargo increment monitor experience
7. Personnel/Cargo processing experience
8. Readiness training management (CBRNE, weapons qualification, Individual Medical Readiness)
9. Unit Manning Document management

ACTIVE GUARD AND RESERVE REQUIREMENTS

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 24 months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application 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 Administrative Demotion statement. 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 applicant. Any further questions regarding the AGR program may be answered in AKNGI 1320.14 (26 Jul 2020) & ANGI 36-101.

SPECIAL ANNOUNCEMENT CRITERIA

- **Selection into [E8 / E9 / O4 / O5] positions is contingent on availability/state allocation of controlled grades.**
- **Selection into higher graded positions IS NOT a promise of promotion.**
- **Upon selection additional medical verification will be required prior to start of AGR tour.**
- **Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.**
- **Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.**
- **Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board.**

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

APPLICATION PACKAGE:

1. SIGNED NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111
   (http://dmva.Alaska.gov/ang-employment/)
2. CURRENT full Records Review RIP from Virtual MPF: https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp
3. CURRENT PASSING Report of Individual Fitness from MyFSS/ MyFitness (must not show a "fitness due date" that is in the past)
   (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERED QUALIFICATIONS" section above.

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into ONE single PDF (Adobe Portfolio is not recommended. Signatures may be stripped once they are saved. Consider printing signed documents to PDF prior to combining files).
PDF File Name should be: Position Announcement Number, Last name, First name, Grade
- Example: ANG 25-XXX Doe, Jane E1
- Email Subject should be: Announcement Number
- Example: ANG 25-XXX
- Email Application Package to: **ng.ak.akarng.mbx.hro-agr@ARMY.mil**

 DoD SAFE SUBMISSIONS:
 Applications will be accepted through DoD SAFE if standard email procedures do not work: DoD SAFE **https://safe.apps.mil/**
- If a passphrase is created, email it separately to ng.ak.akarng.mbx.hro-agr@ARMY.mil
- All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

QUESTIONS:
Applicants may call HRO for initial review of application and to verify receipt prior to closeout date.

MS.CHOUA THAO:	SMSGT MONICA SWINT:
Commercial 907-428-6467	Commercial 907-428-6247
DSN 317-384-4467	DSN 317-384-4247
choua.thao4.civ@ARMY.mil	monica.b.swint.mil@ARMY.mil

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: 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 the Hiring Official who will in turn notify all applicants of their selection/non-selection. The selection of an applicant is not final until the Hiring Official has been notified of the selection approval by the HRO-AGR Manager.

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, color, religion, sex, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have sex 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 in-processing 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 Qualifications:**

3.1.   <u>Knowledge</u>. 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.   <u>Education</u>. For entry into this SDI, completion of high school or general educational development equivalency is mandatory.

3.3.   <u>Training</u>. 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.   <u>Experience</u>. 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.   <u>Other</u>. The following are mandatory as indicated:

3.5.1. <u>For entry into this specialty:</u>

3.5.1.1. See attachment 4 for mandatory entry requirements.

3.5.2. <u>For entry and retention of this SDI:</u>

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.

3.6. <u>For award and retention of this SDI,</u>

3.6.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security.*

3.6.2. Specialty requires routine access to Tier 3 (T3) information, systems, or similar classified environments.

3.6.3. Completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program,* is mandatory.

NOTE: Award of the SDI without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405.

4. **Utilization Note (RegAF only):**

4.1. Award of this SDI is only authorized when an airman is filling a funded 8U000 unit manpower document (UMD) authorization. When the member is filling a valid 8U000 UMD authorization, 8U000 is authorized as the awarded (secondary, third or fourth), Control and Duty AFSC. Once the member is no longer filling a valid 8U000 UMD authorization, 8U000 is no longer authorized as the Control and Duty AFSC but will remain as an awarded (secondary, third or fourth) AFSC IAW AFMAN 36 -2100, unless the member is disqualified from the SDI then it will not remain as an awarded AFSC. Further, 8U000 is not authorized for award as the PAFSC when filling a funded 8U000 UMD authorization unless incumbent has no other awarded AFSCs. Airmen performing 8U000 duties but not filling a funded 8U000 UMD authorization will have no change in their awarded, control and duty AFSCs. Ensure airmen employed outside of their CAFSC are managed IAW AFMAN 36-2100, *Military Utilization and Classification*. Use Outside of Control AFSC.