



AGR VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE ALASKA ARMY NATIONAL GUARD PO Box 5800 FORT RICHARDSON, ALASKA 99505-0800		ANNOUNCEMENT NUMBER: AGR AR 04-22	
		OPENING DATE: 07 September 2004	CLOSING DATE: 06 October 2004
POSITION DESCRIPTION: DET READINESS NCO 54B	GRADE: Minimum: E-3 Maximum: E-5	OPEN FOR FILL: <input type="checkbox"/> STATE <input checked="" type="checkbox"/> NATIONWIDE	
UNIT OF ACTIVITY/DUTY LOCATION: HHC, 3 rd BN, 297 th INF JUNEAU, AK		CURRENT AK ARNG OPENINGS: INTERNET ADDRESS: https://55.1.6.189/hro/hro.htm	
MILITARY ASSIGNMENT: HHC, 3 rd BN, 297 th INF JUNEAU, AK		EVALUATION FACTORS USED: Review of individual applications and personal interviews	

WHO MAY APPLY: ZONE 1, 2, 3, and 4

- ZONE 1. On-board AK ARNG AGR members. Must have held current duty position for minimum of 18 months.
- ZONE 2. All Alaska Army National Guard members
- ZONE 3. All Alaska Army and Air National Guard members
- ZONE 4. Nationwide (All military members eligible for membership in the AK ARNG)

All applications will be accepted, however, first consideration will be given to current on-board AGR members (Zone 1) of the AK ARNG. Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Soldiers must meet initial eligibility requirements of AR 135-18, Table 2-1. In the grade of Staff Sergeant (E6) or above, must possess the required grade and military occupational specialty (MOS) authorized for the AGR duty position. In the grade of Sergeant (E5) or below, must have the potential to become qualified in the MOS authorized in the first 12 months or be released from AD/FTNGD.

HOW TO APPLY: Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may not be used in submitting applications. Qualified applicants may submit or mail applications as described to the address located at the upper left corner of this announcement.

APPLICATION PROCEDURES: All applications must be signed and dated with original signature. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided. **Incomplete application package received will not be considered and will be returned.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position) (**NO BINDERS/DOCUMENT PROTECTORS**)
2. Most recent SF 88 and SF 93 or DD Form 2807-1/2808 (Report of Medical Examination), if report is over 6 months, a valid annual medical certificate (DA Form 7349-R) must be attached
3. Full-length photograph in Class A uniform (current within 12 months)
4. Copy of DA Form 2-1/(ERB) or Report of personnel military service history
5. Copies of the last five NCOER
6. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) or DD Form 1506 (Statement of Service-For Active Component Only)
7. DA 705, APFT Scorecard, current within 12 months and if applicable DA Form 5500-R/5501-R
8. Copy of PQR (Personnel Qualification Record) SIDPERS generated report for ARNG only
9. Copy of all DD Form 214 and if applicable current AGR orders
10. Copy of current drivers license (must be valid)
11. Security clearance verification memorandum from Personnel Security Manager

QUESTIONS: Call AGR Manager, COM (907) 428-6242, DSN (317) 384-4242 or COM (907) 428-6458 or DSN 384-4458

SELECTING SUPERVISOR: MAJ Joseph Lawendowski

Duties: Responsible for knowing the soldiers of the battalion in terms of their enlistment contract, ETS date, military and civilian education, employment, personal and professional life, and other attributes that affect their AK ARNG membership and participation. Determine their eligibility for reenlistment, prepare and process extension/reenlistment forms/packets. Explain AK ARNG opportunities to soldiers and their families, research and explain the facts, features, programs, rights, entitlements, and benefits gained from AK ARNG membership through presentations, briefings, interviews, etc. Provide support and feedback to the commanders on the Family Readiness Program. Develop and maintain time management/work plans. Assist commander in developing, conducting, and maintaining of an on-going retention program for their units in their respective areas. Conduct retention interviews to include preparing, conducting and follow-up with enlisted members, family members, employers, Employer Support of the Guard/Reserve (ESGR) Committee person, and others as requested by the units or required by the state SOP or other guidelines. Visit all assigned units as often as possible and in particular on drill weekends and assist the chain of command with the identification and resolution of retention related problems. Advise the State Retention Office personnel, in writing, on the status of unit retention programs/efforts to include either positive or negative aspects of the unit retention program. Report shall be on the approved Staff Officer's Checklist format. Prepare, conduct and evaluate retention training, seminars, or meetings for retention personnel, officers, NCOs, and other key personnel. Prepare, conduct and evaluate retention training, seminars, or meetings for retention personnel, officers, NCOs, and other key personnel. Assist and monitor unit sponsorship program, unit recruit training program and unit awards program, if any. Contact unit AWOLS and unsatisfactory participants and attempt to resolve conflicts or problems and get them to return to an active drill status or assist in transferring the member to another unit. Report findings of contact and results to the unit and the State Retention Office. Counsel unit members reenlistment requirements, service and contract obligations, service related opportunities and benefits for the service member and/or family. Assist the chain of command with designing career plans through evaluation of backgrounds and qualifications of the soldiers; determine their wants and needs and the unit's needs for the individual. Assess goals and aspirations of the soldiers and recommend available programs/options to the soldier and the requirements that must be met. Counseling unit members on all retention related areas with the prior knowledge of the chain of command. Perform retention administrative duties as directed by the State Retention NCO. Performs additional duties as required.

Special Announcement Criteria: Due to restrictions in assignment to certain units and MOS, this position is closed to women.

Minimum Eligibility Criteria: Must be a member of the Alaska Army National Guard. Must be able to serve at least 5 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-50. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver. 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 voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program. 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. Must have current Alaska Drivers License.

INSTRUCTIONS TO COMMANDERS and 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 selecting supervisor or 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

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.