



AGR VACANCY ANNOUNCEMENT

AMENDED AS OF
12 OCTOBER 2004

HUMAN RESOURCES OFFICE ALASKA ARMY NATIONAL GUARD PO Box 5800 FORT RICHARDSON, ALASKA 99505-0800		ANNOUNCEMENT NUMBER: AGR AR 04-32	
		OPENING DATE: 1 October 2004	CLOSING DATE: 30 October 2004
POSITION DESCRIPTION: Recruiting & Retention NCO 79T-SQ14 (MOS Immaterial)	GRADE: Minimum: E-5 Maximum: E-7	OPEN FOR FILL: <input type="checkbox"/> STATE <input checked="" type="checkbox"/> NATIONWIDE	
UNIT OF ACTIVITY/DUTY LOCATION: AK ARNG R & R CMD ANCHORAGE, AK		CURRENT AK ARNG OPENINGS: INTERNET ADDRESS: https://55.1.6.189/hro/hro.htm	
MILITARY ASSIGNMENT: AK ARNG R & R CMD ANCHORAGE, AK		EVALUATION FACTORS USED: Review of individual applications and personal interviews	

WHO MAY APPLY: ZONE 1, 2, and 3

- 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 Alaska Army National Guard)

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: LTC BETH A. LAW

Duties: Prospects for leads. Prepares a prospect card and refines leads. Conducts a school program. Determines basic enlistment eligibility. Pre-qualifies an individual for enlistment. Determines eligibility for extension or immediate reenlistment. Conducts enlistment, attrition management and retention interviews. Explains the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistments options/programs/obligations, non-regular service retirements, employer support and reemployment rights. Evaluates unit sponsorship program. Briefs applicant on MEPS processing. Prepares and completes an enlistment packet. Counsels applicants. Operates Guard Accession Information Network System. Conducts direct mail campaigns. Evaluates the unit's retention environment. Explains strength maintenance recognition programs. Conducts a strength maintenance interview and briefings. Develops a time management work plan. Trains unit first line leaders on career planning. Reviews request for separation/transfer/discharge. Reviews extension/immediate reenlistment procedures. Identifies alternative to separation/transfer/discharge. Evaluates retention data, forms and family assistance operations. Determines regulatory requirements for advertising. Writes recruiting and retention advertising copy and script.

Special Announcement Criteria: TDY to Anchorage for Initial Training as needed. Must have a minimum score of 110 in aptitude area GT, waiverable to 100 GT with a score of 100 in aptitude ST. Applicant must be able to obtain a government credit card.

"JOB ELEMENTS"

Applicants who meet the minimum requirements for consideration will be further evaluated on their response to the "Job Elements" as stated below. Demonstrated ability in these elements is considered necessary for successful performance for this position. Separate response to the elements is crucial for screening purposes and applicants should ensure that all application attachments contain sufficient information relative to the job elements as well as proof of meeting the minimum qualifications.

ELEMENT I – Knowledge of the varied functions within military unit(s): various Military Occupational Specialties; administration and personnel actions; training, supply, and maintenance; authorized strength, rank structure, and unit locations.

ELEMENT II – Ability to communicate effectively; both verbally and in writing. Respond to a variety of telephonic inquiries and written correspondence pertaining to ARNG programs. Interview potential and current unit members, and train unit members in recruiting/retention activities. Be willing and able to communicate with teachers and other high schools administrators, officials and personnel, both in writing and verbally.

ELEMENT III – Ability to read and interpret military directives and regulations, knowledge of the forms used in processing applicants, ability to type accurately, and to operate a variety of military vehicles.

ELEMENT IV – Ability to administratively process applicants into the ARNG, to include arranging for testing, physical examination, and related entrance processing.

ELEMENT V – Demonstrate the initiative and motivation to perform as a self-starter with little or no direct supervision. Ability to sell the ARNG to perspective clients or have previous sales experience with demonstrated successful performance.

Request written response to above questions for inclusion into resume packet

Written response can be your statement showing your knowledge to the above requirements and descriptions.

Diplomas and other certificates are also written proof.

Minimum Eligibility Criteria: Must be a member of the Alaska 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.