

## ALASKA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

# STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS POST OFFICE BOX 5800 JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99505-5800

ANNOUNCEMENT NUMBER: 24-044 DATE: 24 Jul 24 CLOSING DATE: 23 Aug 24

POSITION TITLE: Readiness NCO/PLATOON SGT

MOS/AOC: 15T

PARA: XXX / LINE: XX

MAXIMUM AUTHORIZED MILITARY GRADE: E7 SELECTING SUPERVISOR: MSG Hillman, Jonathan

APPOINTMENT FACTORS: OFFICER() WARRANT OFFICER() ENLISTED (X)

LOCATION OF POSITION:

0168 AV BN 01 CO A COMMAND AV, 47 427 WESTBROOK AVENUE, FT RICHARDSON, AK 99505

WHO MAY APPLY:

Must be a current member of the AK National Guard within the grade(s) of E6 and E7.

AREA OF CONSIDERATION: Open to members within the grades E6 to E7

## BRIEF JOB DESCRIPTION:

Serves as a Company Readiness NCO, will create travel authorizations and vouchers through the Defense Travel System (DTS). Possess a working knowledge of Army Training Resource Requirements System (ATRRS) for schools input/prepare Soldiers for schools. Track progress of unit Mission Essential Task List(METL) Tasks through DTMS. Understanding of data collection and entry for the Unit Status Report (USR). Adhere to the unit's tactical Standard Operating Procedures (SOP) by ensuring all training is performed to standard. Coordinates and assists with scheduling for use of training sites and facilities for the unit. Support the Unit Commander and 1SG in all matters concerning personnel, equipment, supply and training readiness issues and retention goals. Support the Higher Headquarters with necessary readiness indicator data to accurately and timely complete reports. Normal duty day requires occasional evening meetings with unit leadership and higher headquarters. Responsible for supervising the successful accomplishment of the Commander's mobilization readiness objectives. Responsible for all orders input and pay activities. Anticipate and recommend solutions to needs of the unit in all aspects of unit readiness. The Readiness NCO will be involved in the day-to-day supervision of training management, mobilization planning, supply, maintenance, and personnel functions relating to the welfare of the Soldiers and mission capability. Act as the Commander's day-to-day representative and spokesperson in the daily operations of the unit and to ensure the highest readiness status of the

Operate in their MTO&E position during IDT and other training periods. Acts as primary custodian of the IPPSA and DTMS systems and must ensure the data is correct and current. As the Platoon Sergeant must supervise or perform and install aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions, mechanical flight controls and their components. Service and lubricate aircraft and subsystems. Plan, conduct and supervise, prepare aircraft for inspections and maintenance checks, perform scheduled inspections and assist in performing special inspections. Perform maintenance operational checks and assist in diagnosing and troubleshooting aircraft subsystems using special tools and equipment as required. Prepare forms and records related to aircraft maintenance, perform air crew member duties, compute basic weight and balance records, and ensure compliance with aircraft configuration control, AOAP, and test measuring diagnostic calibration. PERFORMS OTHER DUTIES AS ASSIGNED. Must be able to pass the Army Physical Fitness Test (APFT) / Army Combat Fitness Test (ACFT) and meet Body Composition standards IAW AR 600-9.

## INITIAL ELIGIBILITY CRITERIA:

Applicants must meet ALL initial eligibility requirements to become a member of the Active Guard Reserve (AGR) Program, outlined in NGR 600-5 and AR 135-18, Page 3, Table 2-1. 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 without an approved waiver (If applicable). Soldiers during their initial tour, OPLB/EPLP reassignment, or rehires will not be considered for an AGR open announcement within the first 18 months with the exception of Inspector General NCOIC, Aide-de-Camp, TAG XO, Assistant Professor of Military Science (AMPS), and APMS NCOIC announcements.

- 1. Must be willing to reside in (relocate to) and work in the JBER, Alaska commuting area for a 3 year tour.
- 2. MUST HOLD ADVERTISED MOS: 15T
- 3. Security Clearance (MUST HOLD): SECRET

Additional eligibility requirements which are unique to this position: Applicant must be on flight status or be able to obtain qualification within first year of hire.

PREFERRED QUALIFICATIONS:

# SPECIAL ANNOUNCEMENT CRITERIA:

Upon selection additional medical verification will be required prior to start of AGR tour. If selected for this position, be advised that you may lose your military signing bonus if payment has not been completed and you may lose some of your G.I Bill benefits if currently in use. If selected for this position approval of Command Sponsorship through the Exceptional Family Member Program (EFMP) evaluation may be required. Continuation beyond Initial 3 year tour will be subject to evaluation based on AGR Subsequent Tour Continuation Board. If applicable, selected does not possess the advertised MOS, 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 from the AGR program. Extension past 12 months will only be considered if the delay is through no fault of the selectee. There is a three year Mandatory Service Obligation for accepting a position with Ground-based Midcourse Defense (GMD) or Civil Support Team (CST).

## INSTRUCTIONS FOR APPLYING:

The documents listed WILL be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.

- 1. NGB 23; RPAM Statement (Must be within six months old) National Guard Only
- 2. 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.
- 3. Resume (Please include personal and military email)
- 4. NGB 34-1 Application (Unsigned applications will not be accepted)
- 5. Copy of Soldier Record Brief (Must be within 6 months)
- 6. Last five Evaluations Reports (if applicable)
- 7. Statement of all active service performed-ALL DD220, DD214 and any accompanying DD215 as applicable
- 8. Valid State Drivers License.
- 9. DA Form 705-Test: ACFT Scorecard (Must show a passing score within 6 months of application)
- 10. Any documents pertaining to Additional Eligibility requirements

## 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: <a href="https://ftsmcs.ngb.army.mil/">https://ftsmcs.ngb.army.mil/</a> Applications Toolbar  $\Rightarrow$  ARNG-HRA  $\Rightarrow$  Jobs  $\Rightarrow$  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 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.akarng.mbx.agr-team@army.mil

## EOUAL 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