

ALABAMA ARMY NATIONAL GUARD

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT #: 17- 005 (STATEWIDE)	OPENING DATE: 8 December 2016	CLOSING DATE: 10 January 2017
POSITION TITLE: <u>Squad Leader / Admin NCO</u> 106/01	MOS/AOC: 74D30	GRADE: E5 (SGT) – E6 (SSG)

UNIT/LOCATION: 690th CBRN Company, Mobile, AL
 NOMINATING OFFICIAL: AGR Selection Board
 TOUR LENGTH: Three (3) Years

Return a copy of this page along with your Application

Application Procedures and Checklist: To ensure you have included the required documents with your application, please mark the following blocks (1-11).

Example: Signed NGB FORM 34-1.

- 1. Form 34-1 dated Nov 2013 and **application must be signed.**
- 2. Copy of MEDPROS IMR Report.
- 3. A current height/weight statement from Commander, which includes your height/weight. Also if you exceed the MAW, you must submit a DA Form 5500-R, Body Fat Content Worksheet.
- 4. Enlisted Record Brief (ERB) or Officer Record Brief with ASVAB scores posted.
- 5. Copies of all DD Form 214s **and** a copy of current RPAM Statement.
- 6. Copy of current DA Form 705 (APFT Scorecard) with last two record APFT.
- 7. If your current grade exceeds the maximum grade you must submit a statement indicating willingness to accept an administrative reduction.
- 8. Official military photograph IAW AR 640-30 is required if selected and hired for this AGR position.
- 9. Copies of last 3 NCOER/OERs if applicable.
- 10. Favorable Action Statement: This document must be signed by your Commander or their designated representative within the last 30 days, identifying that the service member is not / should not be under a current suspension of favorable personnel action. AL ARNG Soldiers flagged in RCAS as of the closing date of the announcement will be disqualified.
- 11. Letter of Acknowledgement (current on board AGR only) Letter from your current full time supervisor acknowledging that you are applying for a different full time position.

Application packet must be received NLT COB on **10 JAN 2017**. Send to: JFHQ, ATTN: AL-HRO-MDM, 1720 Congressman W.L. Dickinson Drive, Montgomery, AL 36109-0711. Any questions concerning this announcement contact SFC Smith (334) 271-7419.

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN RETURN OF APPLICATION WITHOUT ACTION. INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED. APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE PROCESSED.

Faxed or scanned copies will not be accepted unless the Soldier is deployed.

DUTY POSITION REQUIREMENTS AND JOB DESCRIPTION:

The Human Resources Sergeant performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. Prepare personnel accounting and strength management reports. Prepare and reviews

personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Processes requests and prepares identification tags and cards. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Administrative and Other duties as assigned.

IAW DA PAM 611-21 qualifications for initial award of the applicable MOS:

- (1) A physical demands rating of heavy.
- (2) A physical profile of 122221.
- (3) Normal color vision.
- (4) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 October 2013.
 - (c) A minimum score of 100 in aptitude area ST on ASVAB tests administered on and after 1 October 2013.

Sergeants (E-5) and below do not have to be MOS qualified to apply, but must have the potential to become qualified in the MOS for the AGR duty position during initial assignment.

Individuals must attend all periods of IDT/AT with unit of assignment without additional compensation as directed by the commander

Job announcement and NGB 34-1 are on the HRO web site @ www.al.ngb.army.mil/Careers/HRO

QUALIFICATION/ELIGIBILITY REQUIREMENTS:

1. Must be able to become a Federally recognized member of the Army National Guard of Alabama.
2. Must be able to serve at least 3 years in an active military status prior to: (a) Completing 18-years of active Federal service, or (b) The date of mandatory removal (without any extension under any provision of law or regulation from Ready Reserve status based on age or service as prescribed by current directives).
3. Meet medical standards as prescribed by AR 40-501, chapter 3, 4 or 5.
4. Must meet physical standards prescribed by AR 600-9.
5. Must not be under current suspension of favorable personnel actions.
6. 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.
7. Applicants must not be entitled to receive Federal military retired or retainer pay, receive Federal civil service annuities, or be eligible for immediate Federal civil service annuities.

8. Individuals who voluntarily resign from the AGR program in lieu of adverse personnel actions are not eligible to reenter the program.
9. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service (other than temporary medical disability) are ineligible to enter the AGR program.
10. Individuals who would attain 18 or more years of active military service during their initial tour period of AGR duty are ineligible to enter the AGR program.
11. Individuals involuntarily separated from the AGR program are not eligible to reenter the program.
12. Eligibility of females will be consistent with existing Department of the Army Combat Exclusion policies. Selection and nomination will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability, performance, training and education.
13. Must be eligible for AGR service IAW AR 135-18.
14. Applicants must have a Secret Clearance.

GENERAL INFORMATION:

1. Applicants are subject to personal interview upon notification of time and place.
2. Selection and nomination will be made without regard to race, religion, color, national origin, gender, political affiliation, or age.