

**ALABAMA ARMY NATIONAL GUARD
STATEWIDE VACANCY ANNOUNCEMENT # 20-061**

GRADE: SPC(E4) – SGT(E5)

MOS/AOC: 88M

POSITION: Admin NCO (105/02)
IPPS-A POS NUM: 03074031

UNIT: DET1 FSC 1-117th FA

FEMALE ASSIGNMENT ELIGIBILITY: Yes

LOCATION: Elba, AL 36323

OPENING DATE: 29 September 2020

CLOSING DATE: 28 October 2020

AREA OF CONSIDERATION: Open Statewide to all AGR, Military Technician and Traditional Guardsman in grades E4 through E5 who are current members of the Alabama Army National Guard.

SM must be or be able to become 88M MOSQ Qualified within 12 months. Applicant must have or be able to attain a secret security clearance.

Duty Position Job Description/Criteria:

The human resources specialist supervises or 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. The human resources specialist provides and manages postal operations. 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. Type's 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. 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. Conduct postal operations. Provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Administrative and Training duties as assigned.

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

(1) A physical demands rating of light.

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

QUALIFICATION/ELIGIBILITY REQUIREMENTS:

1. Must be 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. Must be able to obtain and maintain a secret clearance. Security clearance must not be suspended or denied.

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.

APPLICATION PROCEDURES AND CHECKLIST:

To ensure you have included the required documents with your application, please mark the following blocks (1-10). If any of the required documents are not reasonably available to you or not updated, a brief memo will be submitted citing the document discrepancy with a short explanation, in order 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 Form 34-1 dated Nov 2013 (AGR Application).
2. _____ Copy of current MEDPROS IMR Report.
3. _____ Copy of last 3 NCOERs.
4. _____ Current ERB with ASVAB scores posted.
5. _____ Last 3 record APFTs (DA 705) and (DA 5500 if applicable).
6. _____ A current height/weight statement from Commander, which includes your height/weight.
7. _____ Copies of all DD 214's
8. _____ Current RPAM Statement.
9. _____ If your current grade exceeds the maximum grade of this announcement, you must submit a statement indicating willingness to accept an administrative reduction.
10. _____ Memorandum from supervisor acknowledging your interest in the position (For current AGR members only).

Application packet must be received NLT COB on **28 October 2020**. Send to: OTAG, ATTN: JFHQ-HRO-MDM (SFC Azure Prad) P.O. Box 3711 Montgomery, AL 36109-0711. Any questions concerning this announcement contact SFC Prad, at azure.s.prad.mil@mail.mil or (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