

**ALABAMA ARMY NATIONAL GUARD  
STATEWIDE AGR VACANCY ANNOUNCEMENT # 21-023**

**GRADE:** SPC (E4) - SGT (E5)

**MOS/AOC:** 92A2S

**POSITION:** Admin NCO (203/06)  
Position Number- 03228661

**UNIT:** A Co, GSB, 20<sup>th</sup> SFG (A)

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**LOCATION:** Gadsden, AL 35904

**OPENING DATE:** 17 December 2020

**CLOSING DATE:** 16 January 2021

**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.

**Duty Position Job Description/Criteria:**

The human resources specialist supervises or performs personnel and administrative functions in support of company, 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 assists system users, or monitors system activities. The human resources specialist provides and manages postal operations. Prepares personnel accounting and strength management reports. Monitors appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. 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 arranges 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. 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). Evaluates personnel qualifications for special assignment. Prepares and processes requests for transfer or

reassignment. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Processes personnel for separation and retirement. Processes bars to reenlistment, suspension of favorable personnel actions. 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. Conducts postal operations. Provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintains liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Also needs to know the different systems and what system does what i.e. SIDPERS, SIBX, RCAS Web, DPRO, iPERMS, EES, RMS and other administrative duties assigned.

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

- (1) Physical demands rating of Significant (Gray).
- (2) Physical profile of 222222.
- (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 Jul 2004.
  - (d) A minimum OPAT score of Standing Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in “Significant” (Gray).

**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 Airborne qualified or able to pass an Airborne Physical and become Airborne qualified within 12 months from selection of the position.
15. Must be able to obtain and maintain a secret clearance. Security clearance must not be suspended or denied.
16. Must be MOSQ or able to obtain MOS within 12 months from selection of the position.

**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.
3. All applicants must be prepared to take an APFT upon board arrival.

**If interested in interviewing for this position, forward the following documents with this checklist on top:**

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).
6. Commander's Height & Weight Statement
7. DA 5500/5501(if applicable).
8. Copies of all DD 214's
9. Current RPAM Statement.
10. If your current grade exceeds the maximum grade of this announcement, you must submit a statement indicating willingness to accept an administrative reduction.
11. Memorandum from supervisor acknowledging your interest in the position (For current AGR members only).

Application packet must be received NLT COB on **14 January 2021**. Please email packet to SFC Azure S. Prad, [azure.s.prad.mil@mail.mil](mailto:azure.s.prad.mil@mail.mil) and [ng.al.alarnq.list.j1-mdm@mail.mil](mailto:ng.al.alarnq.list.j1-mdm@mail.mil). Any questions concerning this announcement contact SFC Prad, at the above email or call 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.**