

**ACTIVE / GUARD RESERVE (AGR)  
Vacancy Announcement 21-026  
(For on-board AL ARNG AGR Enlisted only)**

**Senior Human Resources Sergeant  
MOS/AOC: 42A - 1 VACANCY**

**PARA/LIN 104/02 - Position Number 03120781**

**HQs, 1103<sup>rd</sup> CSSB  
Eufaula, AL**

**OPENING DATE:** 5 January 2021

**CLOSING DATE:** 19 January 2021

**ARNG AGR JOB ANNOUNCEMENT: (SFC Only)** Open to current AL ARNG AGR Enlisted in the Grade of **E7** Only.

**Duty Position Job Description/Criteria:**

Serves as the Senior Human Resources NCO for the 1103<sup>rd</sup> CSSB. The Sr. Human Resources NCO is responsible for planning, directing, and managing all human resources competencies. The Sr. Human Resources NCO will supervise and manage the processing of all personnel actions, awards, evaluations (OERs and NCOERs), promotions, FLAGS, and military pay. The Sr. Human Resources NCO will assist the administrative officer in the management of the Full-Time Unit Staff (FTUS) leave plans and passes. The Sr. Human Resources NCO will coordinate the compilation of the monthly strength report, medical readiness reporting, and other personnel readiness metrics to the MACOM G-1. The Sr. Human Resources NCO manages a staff of five personnel and assigns tasks accordingly. The Sr. Human Resources NCO will conduct Staff Assistance Visits to subordinate companies, along with other personnel support functions as directed. The Sr. Human Resources NCO will conduct other tasks as directed by the Battalion Administrative Officer.

**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. 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.
7. 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.
8. Must possess a secret clearance. Security clearance must not be suspended or denied.
9. Must have extensive human resources experience at the company/ battalion level to include all personnel systems (IPPS-A, DPRO, SIBx, etc).

**GENERAL INFORMATION:**

1. Applicants are subject to personal interview upon notification of time and place.
2. The Alabama Army National Guard is an equal opportunity employer. Selection and nomination will be made without regard to race, religion, color, national origin, gender, political affiliation, or age.

**If interested in interviewing for this position, please forward the following:**

1. Memorandum Requesting an Interview.
2. Current Enlisted Record Brief (ERB).
3. MEDPROS IMR Report.
4. Commander's Height & Weight Statement
5. DA 5500 (if applicable).
6. Last Three NCOER's.
7. Last 2 record APFT (DA 705).

8. Memo from supervisor acknowledging your interest in the position.  
Application packet must be received NLT COB on **19 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.alarnng.list.j1-mdm@mail.mil](mailto:ng.al.alarnng.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.**