

**ACTIVE/GUARD RESERVE (AGR)  
Vacancy Announcement 21-035  
(For On-Board AL ARNG AGR Enlisted Only)**

**Human Resource NCO  
MOS/AOC: 42A - 1 VACANCY**

**PARA/LIN 001A/03 - Position Number 03250114  
HQs, 200<sup>th</sup> Regiment  
Fort McClellan, AL**

**OPENING DATE: 21 January 2021**

**CLOSING DATE: 04 February 2021**

**ARNG AGR JOB ANNOUNCEMENT: (SFC Only) Open to current AL ARNG AGR Enlisted only.**

**Duty Position Job Description/Criteria:**

Serves as the Senior Human Resources NCO for the 200<sup>th</sup> Regiment. The Human Resources NCO is responsible for planning, directing, and managing all human resources competencies within the RTI. The Human Resources NCO will supervise and manage the processing of all personnel actions, LODs, awards, evaluations (OERs and NCOERs), promotions, FLAGS, and military pay. The Human Resources NCO will coordinate the compilation of the monthly strength report, medical readiness reporting, and other personnel readiness metrics for the RTI. The Human Resources NCO will conduct Staff Assistance Visits to subordinate battalions, along with other personnel support functions as directed. The Sr. Human Resources NCO will conduct all other tasks as directed by the Administrative Officer.

**Special Requirements: Must have BN level experience in personnel and a working knowledge of the following:**

- Integrated Personnel and Pay System – Army (IPPS-A)
- SIB-X
- Interactive Personnel Electronic Records Management System (iPERMS)
- Army Training Requirements and Resource System (ATRRS)
- Directors Personnel Readiness Overview (DPRO)
- Defense Travel System (DTS)
- RCAS
- My Unit Pay
- Evaluation Entry System (EES)
- Army Records Information Management System (ARIMS)
- MEDCHART
- MEDPROS
- LOD Module
- Joint Personnel Adjudication System (JPAS)
- NCO Development.
- Personnel Management.
- Reserve Component Automation System (RCAS).
- All Microsoft applications in-depth understanding of Excel and Access Database
- Vast knowledge of Army Regulations, National Guard Regulations, and State Regulations.

**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. Height & Weight Statement (DA 5500 if applicable).
5. Last Three NCOER's.
6. Last 2 record APFT (DA 705).
7. Memo from supervisor acknowledging your interest in the position.

Application packet must be received NLT COB on **04 February 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.i1-mdm@mail.mil](mailto:ng.al.alarnng.list.i1-mdm@mail.mil). **All applications must be in a single PDF.** 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.**