

**ACTIVE GUARD RESERVE (AGR)
ALABAMA ARMY NATIONAL GUARD AGR
STATEWIDE VACANCY ANNOUNCEMENT # 21-045**

GRADE: SGT (E5) - SSG (E6)

MOS/AOC: 12N

POSITION: Admin NCO (103/01)
IPPS-A POSITION NBR 00079786

UNIT: 186 EN CO

FEMALE ASSIGNMENT ELIGIBILITY: YES

LOCATION: Dothan, AL

OPENING DATE: 27 January 2021

CLOSING DATE: 26 February 2021

AREA OF CONSIDERATION:

Open Statewide to all AGR, Military Technician and Traditional Guardsman in grades E5 thru E6 who are current members of the Alabama Army National Guard.

SM must be or be able to become 12N MOSQ Qualified within 12 months of accepting the position. Applicant must have or be able to attain a secret security clearance.

Duty Position Job Description/Criteria:

Serve as a Company Administrative NCO and conduct Administrative actions for the unit. Completes administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence / Memorandums for the unit. When required, prepares and submits pay documents to higher headquarters. Assists the Commander in managing the Units UMR. Assists the Readiness NCO with the completion of Request For Fills for Vacant NCO positions on the units UMR. Assists the unit Readiness NCO with updating Soldier Records and managing unit requirements and administrative updates for Soldiers. Advises the Commander of Administrative requirements. Completes PER's to transfer or reassign Soldiers on the UMR. Prepares PARs or requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications. Assist Soldiers in records reviews. Manages and tracks the Security Clearance requirements within the unit. Manages the Unit Drill Letter and other correspondence for the Commander. Assists in updating Soldiers IPERMS records.

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

- (1) Physical demands rating of moderate (Gold).
- (2) A physical profile of 222221.
- (3) Red/green color discrimination.
- (4) Qualifying scores.
 - (a) A minimum score of 90 in aptitude area GM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 90 in aptitude area GM on ASVAB tests administered on and after 2 January 2002.
 - (c) A minimum OPAT score of Standing Long Jump (LJ) – 120 cm, seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs. and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category “Moderate” (Gold).

(5) Must possess a valid state motor vehicle operator license.

(6) Formal training (completion of MOS 12N course conducted under the auspices of the USA Engineer Center and School, or meet civilian acquired skills criteria per paragraph 9-5 (5) (b) of this pamphlet and in paragraph (7) below.

(7) ACASP qualification criteria.

Must have 2 years of experience operating each of the following pieces of equipment; crawler tractor, grader, loader, hydraulic excavator, backhoe loader, rollers, tractor trailers, and dump trucks . (a) IAW table 9-1 of this pamphlet, Initial Entry Trainee (IET) who qualifies under the ACASP will not be required to attend Advanced Individual Training (AIT) for any additional training. Upon completion of Basic Combat Training (BCT) Soldier Member will be processed IAW initial assignment instruction.

(b) Approval and validation to qualify IET for ACASP is through the USAES, Engineer Personnel Development Office (EPDO).

(c) Have a valid state motor vehicle license.

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.
15. No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:
 - (a) No conviction by court-martial or by any Federal or state court.
 - (b) No punishment under Article 15, Uniform Code of Military Justice

(UCMJ) or Alabama Code of Military Justice (ACMJ) caused by incidents that reflect adversely on the soldiers integrity and lack of trust.

(c) No letter of reprimand, censure, or admonition under the provisions of AR 600-37

16. All permanently filed adverse documents from any time or service in any component must be disclosed and included with packet. Soldier can provide additional explanation as needed. Failure to disclose all documents above may result in curtailment of the AGR Tour.

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.

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 Memo
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 his 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 **26 February 2021**. Please email packet to SFC Azure S. Prad, ng.al.alarnq.list.j1mdm@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.