

**ACTIVE/GUARD RESERVE (AGR)
Vacancy Announcement 21-071
(For On-board AL ARNG AGR Enlisted only)**

**Human Resource Specialist
MOS/AOC: 42A40 - 1 VACANCY**

PARA/LIN 005/04 - Position Number 03179530

**2nd Battalion, 200th Regiment (OCS/WOCS)
Fort McClellan, AL**

OPENING DATE: 23 February 2021

CLOSING DATE: 09 March 2021

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

Duty Position Job Description/Criteria:

Serves as the Human Resource Specialist for 2nd Battalion (OCS/WOCS). The Human Resource Specialist is responsible for planning, directing, and managing all human resources competencies within the battalion. The Human Resource Specialist will supervise and manage the processing of all personnel actions, LODs, awards, evaluations (OERs and NCOERs), promotions, FLAGS, and military pay. The Human Resource Specialist will coordinate the compilation of the monthly strength report, medical readiness reporting, and other personnel readiness metrics for students and staff. The Human Resource Specialist is responsible for managing the student and staff database in addition to all disenrollment packets. The Human Resource Specialist will conduct all other tasks as directed by the Administrative Officer.

Special Requirements: Must have 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)
- RCAS
- My Unit Pay
- Evaluation Entry System (EES)
- Army Records Information Management System (ARIMS)
- MEDCHART
- MEDPROS
- LOD Module
- NCO Development.
- Personnel Management.
- Reserve Component Automation System (RCAS).
- All Microsoft applications in-depth understanding of Excel and Access Database

Special Requirements continued:

- Vast knowledge of Army Regulations, National Guard Regulations, and State Regulations.

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 **09 March 2021**. Please email packet to SFC Azure S. Prad, azure.s.prad.mil@mail.mil and ng.al.alarnq.list.j1-mdm@mail.mil. **All applications must be in a single PDF**. 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 RECEIVED AFTER CLOSING DATE WILL NOT BE PROCESSED.