

**ACTIVE/GUARD RESERVE (AGR)  
Vacancy Announcement 22-002  
(For On-Board AL ARNG AGR Only)  
Rank: SFC (P) – MSG/1SG**

**Assistant Inspector General  
MOS (Immaterial)**

Joint Forces Headquarters Alabama, JFHQ-AL  
Montgomery, AL

OPENING DATE: **06 October 2021**

CLOSING DATE: **20 October 2021**

**ARNG AGR JOB ANNOUNCEMENT: Assistant Inspector General (Senior NCO) Rank: SFC (P) – MSG/1SG Open to current AL ARNG AGRs only**

**Note: SFC must be fully eligible for promotion to MSG per the Memorandum of Instruction for the 2021 Master Sergeant Promotion Board, 27 April 2021. SFC promotion to MSG is subject to State control grade restrictions. SFC selected for this position will be required to attend and graduate from The Inspector General School (SQI B) prior to promotion to MSG within 1 year of date of selection.**

**Duty Position Job Description/Criteria:**

Senior NCO Assistant Inspector General assigned to the Alabama National Guard Joint Forces Headquarters Inspector's General Office. Perform IG functions of inspections, assistance, teaching and training, and investigations. Duties include: execute and monitor internal operations; supervise Inspector General noncommissioned officer professional-development activities; maintain liaison with Directing Authority's Command Sergeant Major; assist with inspections and collect information to identify trends and systemic issues; help with writing and preparing reports; receive, analyze, evaluate and recommend actions necessary to correct deficiencies identified during the course of inspections, assistance, inquiries, and investigations; assist individuals and organizations through teaching and training, referral of cases to the appropriate agency or command and follow up as required to ensure all Soldiers and Airmen are afforded due process per Army and Air Force regulations, policy, and law; conduct information briefings, and help with office administrative functions when needed.

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

1. Memorandum Requesting an Interview
2. Current ERB
3. MEDPROS IMR Report & Physical profile, DA Form 3349 (if applicable)
4. Height & Weight Statement
5. DA Form 5500-R/5501-R, Body Fat Worksheet (only required if SM does not meet table weight; form must be prepared and approved within the last 15 days)
6. NCOERs for last five years (gaps/overlaps or non-rated periods **must** be explained in a Memo format for each occurrence)
7. Last three record APFT (DA 705)
8. Memorandum from MACOM AO acknowledging your interest in the position.
9. Current Biographical Sketch (Template can be found in NGR 600-200 (Enlisted Personnel Management) Figure G-3)
10. Memorandum verifying Security Clearance (Secret Clearance is required for position)
11. Mobilization Memorandum (This is a MFR to reflect all your mobilizations including dates and locations, or indicate that you have not been mobilized)

Application packet must be received NLT COB on **20 October 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.i1-mdm@mail.mil](mailto:ng.al.alarnq.list.i1-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.**