

**ACTIVE / GUARD RESERVE (AGR)
Vacancy Announcement 22-102
(For On-Board AL ARNG AGR Officers Only)**

**Administrative Officer (100/03)
MOS/AOC: Immaterial (01A00) RANK: LTC/O5**

**122nd TROOP COMMAND
Selma AL**

OPENING DATE: 19 July 2022

CLOSING DATE: 08 August 2022

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG AGR Officers in the grade O5 only.

Duty Position Job Description/Criteria:

This position is located in the Headquarters of 122nd Troop Command of the Army National Guard in Selma, Alabama. Full-time representative and principle advisor to the commander on all matters concerning day to day operations, and senior full-time support supervisor responsible for directing and coordinating the activities for full-time personnel assigned to the command, in compliance and concurrent with JFHQ direction. Interpret, communicate, and support the brigade commander's initiatives, priorities, and vision throughout the command. Assist the commander with mission command for the Brigade HQ and subordinate units; responsible for developing and maintaining effective administrative, operational, logistical and maintenance programs within the brigade to support the command's overall mission, based on the TAG's priorities and objectives. Manage, direct, and oversee the work of subordinate supervisors regarding policies, procedures, budgets and directives that influence key TAG metrics, and the readiness status of the Brigade. Makes day to day decisions for the commander in the conduct of daily activities that support strength, medical readiness, DMOSQ, NCOES, OES, WOCS, logistics, and soldier care. Visit subordinate units on a regular basis to provide guidance and assistance to ensure command programs have been implemented, facilities and property are maintained, personnel are appropriately engaged, and to evaluate effectiveness. Hears and resolves individual/group grievances and complaints referred by subordinate supervisors and employees. Initiates, reviews and/or approves disciplinary actions involving subordinate employees in accordance with applicable army policy and regulations. Applies EEO/Affirmative employment principles and requirements to all personnel management actions and decisions, ensures all personnel are treated in a manner free of discrimination, and command emphasis is placed on taking care of soldiers. Utilize ENGIS to coordinate, review, and execute the Organizational Inspection Program (OIP) for the Brigade, recommend changes to command policies, activities, programs; and ensure subordinate units are progressing toward the desired readiness goals. Reviews, provides input and finalizes studies relating to new force structure, reorganization, relocation of units, and personnel practices in coordination/conjunction with JFHQ Staff. Performs other duties as assigned.

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

1. Memorandum Requesting an Interview.
2. Bio-Summary
3. Current validated Selection Board Officer Record Brief (ORB).
4. MEDPROS IMR Report.
5. Commander's Height & Weight Memo.
6. DA 5500(if applicable).
7. Last 3 OERs
8. Last 3 Record APFT (DA 705).
9. Memo from MACOM AO acknowledging your interest in the position.

Application packet must be received NLT COB on **08 August 2022**. Please email packet to SFC Azure S. Prad, azure.s.prad.mil@army.mil and ng.al.alarng.list.j1-mdm@army.mil. **All application must combined into one PDF Packet.** 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.