

ACTIVE / GUARD RESERVE (AGR)

Vacancy Announcement 25-039
(For On Board AGR Enlisted Only)

Grade: Readiness NCO (E7)
Admin/Training NCO (E4-E6)

MOS: 92S40, 92S30
Unit: 1206th QM CO
Location: Calera, AL

Female Assignment Eligibility: Yes

OPENING DATE: 23 September 2025

CLOSING DATE: 23 October 2025

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG AGR Enlisted only. Alabama is receiving a Shower, Laundry, and Clothing Quartermaster Company to Alabama. The MOS' in this unit are comprised of 92S, which are Shower and Laundry Specialist. A 92S establishes and operates mobile laundry and shower facilities in austere environments, ensuring Soldiers' hygiene and preventing disease. They handle bulk, individual, and organizational laundry, repair uniforms, and operate sewing machines. They are involved in personnel and clothing decontamination, often in situations involving hazardous materials.

Duty Position Job Description/Criteria:

Serve as the full-time **AGR Readiness NCO** of a Quartermaster Company. Responsible for unit administration, readiness, reports, and training; prepares correspondence, handles suspense times, and resources training; advises the Company Commander and First Sergeant on Soldier issues; acts as the Company Commander's day-to-day spokesperson; serves as M-Day Operations NCO; coordinating with higher and sister units for upcoming training, creating training schedules, preparing Soldiers and equipment for drill weekend; Prepares materials for advising the unit commander on military education requirements and forwards applications for Army Service schools; provides the information required for the unit status report; attends all unit training meetings; develops and publishes unit training calendar and schedules; forecasts and secures training resources to include training sites; develops and maintains all training records; operates ATRRS and other training systems.

Serve as the full-time **AGR Admin/Training NCO** conducts Administrative, Training, and Readiness operations. Responsible for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individual assessments for the unit and individuals assigned. Ensures that training is conducted in accordance with Army training doctrine. Prepares training guidelines, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Prepares for unit yearly training workshop to develop yearly training plan with unit leadership. Prepares for monthly unit training meetings. Prepares training schedules and plans for approval of commander and higher headquarters. Maintains training guidance and documents as required by higher headquarters. Prepares training and evaluation outlines and lesson plans. Prepares automated requests for orders. Prepares correspondence for approval by commander or higher-level supervisor. As required, completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtained equipment and other materials as required for testing of personnel and training scorer/evaluators or test officers. Procures, designs, reproduces, and distributes a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit. Manages the military school's program of the unit. Coordinates with the higher headquarters to obtain quotas for personnel to attend school (Service, NCO, Special, etc). Manages school quotas, training support manning days and other training resources allocated to the unit. Prepares and forwards requests for training for unit members ensuring applicants are eligible to attend the school and all prerequisites have been met. Prepares or

requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of training and other qualifications. Makes recommendations regarding training facilities to ensure the unit achieves goals and objectives. Initiates requests for training support to higher, adjacent, and other military commands to support training objectives. Develops the unit Mission Essential Task List (METL) and provides input for the yearly training plan. Assembles and maintains statistics on weapons qualifications, crew qualifications/table certifications, Army Combat Fitness Test, weight control, Common Task Testing, Military Occupational Skill Qualification and other critical data as required. Trains unit leaders on how to maintain leader books and other training material as directed by the command. As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares, and submits pay documents to higher headquarters. Performs other duties as assigned.

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.
3. Must have an GM line score of an 84 to reclass as an 92S (6 weeks, 2 days).

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

1. Memorandum Requesting an Interview
2. Soldier Talent Profile (IPPS-A)
3. Validated Enlisted Record Brief (ERB) with Line Scores
4. MEDPROS IMR Report
5. Commander's Height & Weight Memo
6. DA 5500/5501 (if applicable)
7. Last 3 NCOERs
8. Last 2 record AFT (DA 705)
9. Memo from MACOM AO acknowledging your interest in the position

Application packet must be received NLT COB on **23 October 2025**. Please email packet to SFC Stayce Montgomery, stayce.e.montgomery.mil@army.mil. **Combine all documents into a PDF Packet.** Any questions concerning this announcement contact SFC Montgomery or call 334-271-7468.

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.