

**ALABAMA ARMY NATIONAL GUARD  
ACTIVE GUARD RESERVES (AGR)  
STATEWIDE VACANCY ANNOUNCEMENT 23-084**

**GRADE:** SPC (E4) - SGT (E5)  
**POSITION:** Admin NCO  
**IPPS-A Position#:** 3223800  
**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**MOS:** 42A2P  
**UNIT:** HHC, 20th SFG(A)  
**LOCATION:** Birmingham, AL

**OPENING DATE:** 21 March 2023

**CLOSING DATE:** 20 April 2023

**AREA OF CONSIDERATION:**

Open Statewide to all AGR, Military Technician and Traditional Guardsman in grades E4 through E5 who are current members of the Alabama Army National Guard.

SM must be or be able to become 42A MOS Qualified within 12 months.

**Must become Airborne qualified**

**Duty Position Job Description/Criteria:**

Serves as an administrative NCO; performs personnel and administrative functions in support of company, or in other similar organizations, activities, and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist conducts personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Provides and manages postal operations. Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Processes line of duty investigations. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Type's military and non-military correspondence in draft and final copy. Prepares and maintains Official Military Personnel Files to include uploading documentation pertaining to accession, training, education, assignment, performance, discipline, decoration, casualty and separation of the service member into IPERMS. Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations. Provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Submits administrative reports to next higher. Perform other duties as assigned. Also needs to know the

different systems and what system does what ie. IPPS-A, SIBX, RCAS Web, DPRO, IPERMS, EES, RMS and other administrative duties assigned.

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

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 323222.
- (3) Qualifying scores.
  - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
  - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
  - (e) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demand Category in "Moderate" (Gold)

**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 soldier's 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.

***In accordance with AR 135-18, Staff Sergeant or above must possess the required grade and MOS level authorized for the AGR duty position. Sergeants or below must have the potential to become MOS qualified in the first 12 months or be released for active duty/FTNGD.***

**GENERAL INFORMATION:**

1. Must meet the physical qualifications outlined in AR 40-501, as appropriate. Must comply with the military duty eligibility requirements IAW DA Pam 611-21.
2. Must not be flagged for weight, ACFT, security violations or pending any adverse actions.
3. This position requires some travel and training away from home station.
4. Applicants are subject to personal interview upon notification of time and place.
5. The Alabama National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.
6. Individuals must attend all periods of IDT/AT.
7. If your current grade exceeds the maximum grade of this announcement, you must submit a statement indicating willingness to accept and administrative reduction.

**If interested in interviewing for this position, forward the following documents with this checklist on top:**

1. NGB Form 34-1 (AGR Application dated November 2013)
2. Copy of current MEDPROS IMR Report,
3. Copy of last 3 NCOERs (if applicable)
4. Current ERB with ASVAB Scores
5. Last record ACFT (DA 705)
6. Commander's Height & Weight Memo
7. DA 5500 or 5501 (if applicable)
8. Copies of all DD 214s
9. Current RPAM Statement
10. If your current grade exceeds the maximum grade of this announcement, you must submit a statement indicating willingness to accept and administrative reduction.
11. Memorandum from MACOM AO acknowledging your interest in the position (For current AGR members only).

Application packet must be received NLT COB on **20 April 2023**. Please email packet to SFC Azure S. Prad, <mailto:azure.s.prad.mil@army.mil> and [ng.al.alarnng.list.j1-mdm@army.mil](mailto:ng.al.alarnng.list.j1-mdm@army.mil). **All documentation must be in a single 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.**