

**ACTIVE/GUARD RESERVE (AGR)
Vacancy Announcement 23-086
(For on-board AL ARNG AGR Enlisted only)
Rank: SGT-SSG**

**Human Resources NCO
MOS/AOC: 42A3 - 1 VACANCY**

PARA/LIN 003/002 - Position Number 03168399

**46th CST (WMD)
Montgomery, AL**

OPENING DATE: 21 March 2023

CLOSING DATE: 04 April 2023

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG AGR Enlisted only.

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. 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. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. 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. 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. Process personnel for separation and retirement. Processes bars to reenlistment, suspension of favorable personnel actions. 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 submits administrative reports to next higher. Perform other duties as assigned.

SPECIAL REQUIREMENTS:

This position requires an above average amount of TDY due to high operational tempo of the 46TH Civil Support Team (WMD). Applicants should possess a Government Travel Card upon hiring and placement. A memorandum of Government Travel Card "Good Standing" must be included in the application and signed by a direct supervisor. Those who do not currently possess a Government Travel Card will be required to apply for one prior to unit assignment. Because of the physical demands, all members must be in excellent physical condition. Applicant must possess or be able to attain, and maintain, a Secret Security Clearance. All applicants must interview in person and demonstrate their proficiency in Level A PPE.

Additional Requirements for ALARNG WMD-CST Personnel:

1. All WMD-CST members work in various chemical protective clothing, such as OSHA Level A Personal Protective Equipment (PPE) fully encapsulated chemical suits with self-contained breathing apparatus. Members will be required to use respirators for duties that will vary from light to heavy, and may include security, rescue, and escape. This may occur under humid or cold conditions and could exceed 4 hours per day. Must be able to work in PPE carrying a minimum of 80 pounds.
2. Selected individual must pass physical examination for Level A PPE IAW OSHA requirement and 29

CFR 1910.134(B) (10) before being accepted into the AGR program. This includes OSHA Respirator Medical Evaluation Questionnaire, medical evaluation for respirator clearance to include pulmonary function test and ALNG Respirator Clearance.

3. The Civil Support Skills Course (CSSC) must be successfully completed within 12 months of assignment. Also due to critical special training and mission requirements, personnel assigned to WMD-CST will commit to serve a three (3)-year stabilized tour that starts upon completion of Civil Support Skills Course (CSSC).

4. All WMD (CST) members must live within 60 minutes of assigned duty station after assignment.

5. All WMD (CST) members will be on-call 24-hours a day, 365 days a year.

6. All WMD (CST) members will be exposed to live chemical warfare agents and may be exposed to biological agents and radiological releases as a result of training or operations.

7. This position requires extensive travel and training away from home station.

8. Must have a current state driver's license and personally owned vehicle.

9. Must receive Smallpox and Anthrax vaccinations.

Must complete Department of Defense Hazardous Materials Technician certification and maintain annual proficiency while assigned to the WMD-CST.

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. Commander's Height & Weight Statement
5. DA 5500 (if applicable).
6. Last 3 NCOER's.
7. Last 2 record APFT (DA 705).
8. Memo from supervisor acknowledging your interest in the position.

Application packet must be received NLT COB on **04 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. **All documents must be combined into a 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