

**ACTIVE/GUARD RESERVE (AGR)**  
**Vacancy Announcement 23-098**  
**(For On-Board AL ARNG AGR Enlisted Only)**

**SECTION CHIEF**  
**MOS: 15FU (E-6)**  
**DET 6 D CO 1-169<sup>TH</sup> AVN BN**  
**Birmingham, AL**

**OPENING DATE:** 24 March 2023

**CLOSING DATE:** 07 April 2023

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG AGR Enlisted Only

**Duty Position Job Description/Criteria:**

Serves as the Admin NCO for Delta Company, 1<sup>st</sup> Battalion, 169<sup>th</sup> Aviation Battalion. The Admin NCO is responsible for assisting in the planning, directing, and managing of all human resources competencies within the Company. The Admin NCO will facilitate the processing of all personnel actions, LODs, awards, evaluations (OERs and NCOERs), promotions, FLAGS, and military pay at the company level. The Admin NCO will coordinate the compilation of the monthly strength report, medical readiness reporting, and other personnel readiness metrics for subordinates and staff. The Admin NCO will conduct all other tasks as directed by the Supervisor. Additional duties as assigned.

**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 5500/5501 (if applicable).
6. Last 3 NCOER's.
7. Last 2 record ACFT/APFT (DA 705).
8. Memo from supervisor acknowledging your interest in the position.

Application packet must be received NLT COB on **07 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 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.**