

**ACTIVE GUARD RESERVES (AGR)
ALABAMA ARMY NATIONAL GUARD
STATEWIDE VACANCY ANNOUNCEMENT # 23-099**

GRADE: O1-O3 / 2LT – CPT
POSITION: Human Resources Officer
POSN NO: 06730857 **PARA/LN** 107/02
OPENING DATE: 24 March 2023

MOS/AOC: 42B00
UNIT: 122nd Troop Command
LOCATION: Selma, AL
CLOSING DATE: 23 April 2023

AREA OF CONSIDERATION: Open Statewide to all AGR, Military Technician and Traditional Guardsman in grades O1 through O3 who are current members of the Alabama Army National Guard.

******THIS POSITION IS OPENED TO ALL AOCs******

Duty Position Job Description/Criteria:

Serves as a final reviewer and/or processor of actions, which may include but are not limited to: accessions, discharges/separations, promotions, awards, reductions, transfers, boards, Non-Commissioned Officer Evaluation Reports (NCOERs), Officer Evaluation Reports (OERs), promotion eligibility, Simultaneous Membership Program (SMP), discharges, waivers, award/withdraw, Military Occupational Specialty (MOS), retirement eligibility, iPERMS, RCAS, IPPS-A, DJMS, DMDC, CAC Automation, TAPDB-G, DPRO, and any additional or emerging systems that support personnel management and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: Allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Performs final review on file prior to review and action by a board, action officer, or others and ensures that all levels of legal, medical, and administrative review have been completed. Summarizes salient facts and issues; analyzes case information; outlines options; and recommends appropriate action. Ensures that regulatory requirements related to the specific action are met. Participates in SRP and command inspection program. Identifies gaps or inconsistencies in records and initiates action or interviews personnel to obtain needed data. Participates in unit Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty. Performs personnel and administrative actions related to deployment manning documents. Supports reorganization/activation/deactivation. Reviews and processes requests for retention beyond mandatory removal date and evaluation reports. Researches and obtains all necessary, relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Prepares General Officer nomination packet. Ensures completeness and proper forwarding of records to appropriate board. Processes Officer over strength/additional Table of Distribution and Allowances (TDA) authorizations. Provides advice, guidance, and training to other personnel on actions in areas of expertise, as well as, advice, instructions, training, and interpretations, as needed, to lower echelons. Performs additional duties as assigned by the Full-Time Unit Staff (FTUS) Administrative Officer and command team.

Special Requirements:

a. Military Education: As required by grade, service component and appropriate NGR. Preferred Basic Officer Leaders Course (BOLC) graduate. Must be qualified Adjutant General, or able to obtain qualification within 12 months of accession into AGR program.

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. Must be eligible for AGR service IAW AR 135-18.
13. Must be able to obtain and maintain a secret clearance. Security clearance must not be suspended or denied.
14. Must be AOC Qualified or able to obtain AOC within 12 months from selection of the position. All AOCs are encouraged to apply.
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 Soldiers 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.

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

1. NGB Form 34-1 dated Nov 2013 (AGR Application).
2. Copy of current MEDPROS IMR Report.
3. Copy of last 3 OERs.
4. Current ORB.
5. Last 3 record APFTs (DA 705)
6. Commander's Height and Weight Memo
7. DA 5500 (if applicable).
8. Copies of all DD 214's
9. Current RPAM Statement
10. Memorandum from supervisor acknowledging your interest in the position (For current AGR members only).

Application packet must be received NLT COB on **23 April 2023**. Please email packet to SFC Azure S. Prad, <mailto:azure.s.prad.mil@army.mil> and ng.al.alarng.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