

**ACTIVE / GUARD RESERVE (AGR)
Vacancy Announcement # 23-105
(For On Board AGR Enlisted Only)
RANK: SSG**

**Movements Supervisor (Training NCO)
MOS/AOC: 88N30**

Position Number 0323888

**440TH TMCE
Selma, AL (TBD-Marion, 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 a unit personnel NCO in a fulltime status. Primary duties and responsibilities are but not limited to the following. Oversees the Evaluation Reports, promotions, suspension of favorable actions, and military pay, manages the battalion awards program, assists Soldiers with officer and enlisted actions, monitors the battalion command climate, responsible for timely personnel accounting and strength reporting; responsible for the accountability and readiness of all assigned and attached personnel, prepares the personnel annex for the unit's OPORD during MDMP/exercises/deployment, oversees and manages personnel records, quality controls all memorandums requiring correspondence outside the battalion, and medical records for personnel. Online software systems used but not limited to - DPRO, EES, IPERMS, IPPS-A, MEDCHART, MEDPROS, MILCONNECT, RCASweb, UPSCMS, GIMS, RMS, Record Brief.

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.

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

Application packet must be received NLT COB on **07 April 2022**. Please email packet to SFC Azure S. Prad, 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.