

**ACTIVE/GUARD RESERVE (AGR)
Vacancy Announcement 24-113
(For on-board AL ARNG AGR Enlisted only)**

**G-1 Personnel Special Programs Division - NCOIC
MOS/AOC: 42A50**

PARA/LIN 204/04 - Position Number 05409855

**JFHQ-DCSPER/G-1
Montgomery, AL**

OPENING DATE: 25 April 2024

CLOSING DATE: 09 May 2024

ARNG AGR JOB ANNOUNCEMENT: (MSG Only) Open to current AL ARNG AGR Enlisted only.

Duty Position Job Description/Criteria:

Assist the Alabama Army National Guard G-1 in accomplishing all personnel readiness programs. Manage Soldiers' records, complete personnel action requests (PARs) in IPPS-A, and conduct personnel actions required for discharges. Maintain supply and inventory records. Train enlisted personnel and supervise daily activities. Create reports for statistical reporting and projected personnel strength. Policy review and implementation. ORB review and updates. Record reviews. Perform additional duties assigned by supervisor.

Special Requirements: Must have MACOM and/or BDE level experience in personnel and a working knowledge of the following:

- Integrated Personnel and Pay System – Army (IPPS-A)
- SIB-X
- Interactive Personnel Electronic Records Management System (IPERMS).
- Army Training Requirements and Resource System (ATRRS).
- ATRRS Funding Allocation Model (AFAM).
- Directors Personnel Readiness Overview (DPRO).
- Defense Travel System (DTS).

Special Requirements continued:

- Government Travel Cards process.
- Officer and NCO Development.
- Personnel Management.
- Reserve Component Automation System (RCAS).
- Training Schedules and Composite Risk Management process.
- Vast knowledge of Army Regulations, National Guard Regulations, and State Regulations.
- Warning (WARNO), Operational (OPORD), and Fragmentary Orders (FRAGO) process and publication.

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

Application packet must be received NLT COB on **10 May 2024**. Please email packet to SFC Stayce Montgomery, stayce.e.montgomery.mil@army.mil and ng.al.alarnng.list.j1-mdm@army.mil. Any questions concerning this announcement contact SFC Montgomery, at the above email or call 334-271-7468.

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.