

**ALABAMA ARMY NATIONAL GUARD
ACTIVE GUARD RESERVES (AGR)
ON-BOARD AGR ANNOUNCEMENT# 25-006**

GRADE: E6-E7 / SSG-SFC
FEMALE ASSIGNMENT ELIGIBILITY: Yes

MOS: Open to All MOS's

OPENING DATE: 14 November 2024

CLOSING DATE: 29 November 2024

	UNIT	LOCATION	POSITON
	B CO, GSB, 20 th SFG (A)	Vincent, Alabama	Readiness NCO
	53 RD BSB (FSC)	Oxford, Alabama	Readiness NCO
	158 th MAINT CO	Tallasse, Alabama	Readiness NCO

AREA OF CONSIDERATION:

Open Statewide to current AGR Service Members in the ranks of E6 and E7 who members of the Alabama Army National Guard.

This announcement is open to all MOS's. If selected, you must be or be able to become 91X MOSQ Qualified within 12 months. Applicant must have or be able to attain a secret security clearance.

Duty Position Job Description/Criteria:

- (1) Serve as a Company Readiness NCO and conduct Administrative, Training, and Readiness operations while supervising all full-time staff. (1) Responsible for supervising the Company FTUS and acting in the Commanders intent in their absence. Will focus on military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individual assessments for the unit and individuals assigned. Ensures that training is conducted in accordance with Army training doctrine. Prepares training guidelines, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Prepares for unit yearly training workshop to develop yearly training plan with unit leadership. Prepares for monthly unit training meetings. Prepares training schedules and plans for approval of commander and higher headquarters. Maintains training guidance and documents as required by higher headquarters. Prepares training and evaluation outlines and lesson plans. Prepares automated requests for orders. Prepares correspondence for approval by commander or higher-level supervisor. As required, completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtained equipment and other materials as required for testing of personnel and training scorer/evaluators or test officers. Procures, designs, reproduces, and distributes a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit. (2) Manages the military school's program of the unit. Coordinates with the higher headquarters to obtain quotas for personnel to attend school (Service, NCO, Special, etc). Manages use of school quotas, training support manning days and other training resources as allocated to the unit. Prepares and forwards requests for training for all unit members ensuring applicants are eligible to attend the school requested and all prerequisites have been met. Prepares or requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications. (3) Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives. Initiates requests for equipment's training support to higher, adjacent, and other military commands to support unit training objectives. Develops the unit Mission Essential Task List (METL) and provides input for the yearly training plan. Assembles and maintains statistics on weapons qualifications, crew qualifications/table certifications, Army Physical Fitness Test, weight control, Common Task Testing, Military Occupational Skill Qualification, and other critical data as required. Trains unit leaders on how to maintain leader books and other training material as directed by the command. (4) As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters.
- (2) Perform other duties as assigned.

GENERAL INFORMATION:

1. Must meet the physical qualifications outlined in AR 40-501, as appropriate. Must comply with the military duty eligibility requirements IAW DA Pam 611-21.
2. Must not be flagged for weight, APFT, security violations or pending any adverse actions.
3. This position requires some travel and training away from home station.
4. Applicants are subject to personal interview upon notification of time and place.
5. The Alabama National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.
6. Individuals must attend all periods of IDT/AT.
7. Must become Airborne qualified within 12 months of assignment.

If interested in interviewing for this position, forward the following documents with this checklist on top:

1. Memorandum from MACOM AO acknowledging your interest in the position.
2. Memorandum requesting an interview for the specified position and location.
3. Copy of current MEDPROS IMR Report
4. Copy of last 3 NCOERs (if applicable)
5. Current ERB with ASVAB Scores
6. If your current grade exceeds the maximum grade of this announcement, you must submit a statement indicating willingness to accept and administrative reduction.

Application packet must be received NLT COB on **29 November 2024**. Please email packet to SFC Stayce E. Montgomery, stayce.e.montgomery.mil@army.mil and ng.al.alarnq.list.i1-mdm@army.mil. **All documentation must be in a single PDF Packet.** Any questions concerning this announcement contact SFC Montgomery, at the above email or call 334-271-74168.

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.