

**ACTIVE/GUARD RESERVE (AGR)
Vacancy Announcement
(For on-board AL ARNG AGR Enlisted only) Rank: SSG**

**G-1 Personnel Actions Division
EPM Human Resources NCO MOS/AOC: OPEN TO ANY MOS (42A - 1 VACANCY)**

PARA/LIN 201/08 - Position Number 00086531

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

OPENING DATE: **20 November 2024**

CLOSING DATE: **04 December 2024**

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG AGR Enlisted only.

Duty Position Job Description/Criteria:

Perform a wide range of personnel and administrative functions in support of the DCSPER. Primary functions include coordination of Interstate Transfers, Religious Accommodations, and Conditional Releases. Manage actions for enlisted members that include requests for exceptions to policy, State-Wide Vacancy Announcements, and other profile data related updates. Review and process unit vacancy promotions for Non-Commissioned Officers, Federal Recognition boards and related functions. Facilitate and coordinate state managed boards, to include promotions, reassignments, and military education. Prepare and maintain accurate and up-to-date Soldier personnel records, ensuring all records comply with Army regulations and standards. Prepare and maintain Soldier personnel records, monitor processing of feedback from National Guard Bureau as well as HRC and takes necessary corrective action. Identifies problems and discrepancies. Type military and non-military correspondence in draft and final copy. Create and maintain tracking reports for all personnel action request.

Special Requirements: Must have experience in or working knowledge of the following:

- Integrated Personnel and Pay System – Army (IPPS-A)
- Interactive Personnel Electronic Records Management System (iPERMS)
- Directors Personnel Readiness Overview (DPRO)
- Reserve Component Automation System (RCAS)
- All Microsoft applications in-depth understanding of Excel, TEAMS
- Vast knowledge of Army Regulations, National Guard Regulations, and State Regulations
- NCO Development
- Personnel Management

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 3 NCOER's.
6. Last 2 record ACFT (DA 705).
7. Memo from supervisor acknowledging your interest in the position.

Application packet must be received NLT COB on **04 December 2024**. Please email packet to SFC Stayce Montgomery, stayce.e.montgomery.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 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