

ACTIVE/GUARD RESERVE (AGR)
Vacancy Announcement 26-017
(For on-board AL ARNG AGR Enlisted only)
Rank: SFC

#2 SR HUMAN RESOURCES SGT
MOS/AOC: 42A - 1 VACANCY

Position Number 00086537

JFHQ-G1-EPM
Montgomery, AL

OPENING DATE: 30 Jan 2026

CLOSING DATE: 15 Feb 2026

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

Duty Position Job Description/Criteria:

Perform personnel and administrative functions in support of the Enlisted Personnel Management Branch. Perform enlisted board functions for promotion, retention, and lateral appointments. Processes reassignments, promotions, reductions, lateral appointments, and other administrative requests in IPPS-A. Types military and non-military correspondence in draft and final copy. Review and process various enlisted actions to include, religious accommodations, conditional releases, state-wide vacancy announcements, interstate transfers, etc. Train enlisted personnel and supervise daily activities. Create reports for statistical reporting.

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

- Integrated Personnel and Pay System – Army (IPPS-A)
- Interactive Personnel Electronic Records Management System (iPerms)
- Power BI databases
- Army Selection Board System 2.0 (ASBS 2.0)
- All Microsoft applications in-depth understanding of Excel and Access Database
- 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. Soldier Talent Profile from IPPS-A (STP).
3. MEDPROS IMR Report.
4. Height & Weight Statement (DA 5500 if applicable).
5. Last 3 NCOER's.
6. Last 2 record PT Tests (DA 705).
7. Memo from supervisor acknowledging your interest in the position.

Application packet must be received NLT COB on **15 February 2026**. Please email packet to SFC Stayce Montgomery, <mailto:stayce.e.montgomery.mil@army.mil> and ng.al.alarnng.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**