

**ALABAMA ARMY NATIONAL GUARD
ACTIVE GUARD RESERVES (AGR)
STATEWIDE VACANCY ANNOUNCEMENT # 26-025**

GRADE: E7 (SFC ONLY)

POSITION: #3 Senior Policy NCO

POS#: 014B-08

MOS: 42A40

LOCATION: Joint Forces Headquarters-Human Resources Office: Military Duty Management (MDM)
Montgomery, Alabama

Opening Date: 13 May 2026

Closing Date: 28 May 2026

AREA OF CONSIDERATION: Open to current members of the Alabama Army National Guard (AGR E7 ONLY).

Duty Position Job Description/Criteria:

Serves as a Senior Human Resources NCO; performs personnel and administrative functions in support of the State of Alabama Active Guard Reserve (AGR) Service Members; and advises the AGR Manager, NCOIC, and the staff, on human resource matters. Conducts personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Prepares and monitors requests for reductions, transfers, and discharges. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Process personnel for separation and retirement. Perform other duties as assigned.

Special Requirements: Must have documented experience in personnel service support and a working knowledge of the following:

- Integrated Personnel and Pay System – Army (IPPS-A)
- Interactive Personnel Electronic Records Management System (IPERMS).
- Full Time Support Management Control System (FTSMCS)
- Army Human Resource Command (HRC)
- Vast knowledge of Army Regulations, National Guard Regulations, and State Regulations, pertaining to Strength Accounting, Personnel Readiness and Human Resources.

If interested in interviewing for this position, please forward the following:

1. Memorandum Requesting an Interview.
2. Current Soldier Talent Profile
3. MEDPROS IMR Report.
4. Height & Weight Statement (DA 5500 or 5501 if applicable).
5. Last Three NCOER's.
6. Last Two record ACFT or AFT (DA 705).
7. Memo from supervisor acknowledging your interest in the position.

Application packet must be received NLT COB on **28 May 2026** in one **PDF document**. Please email packet to SFC Stayce Montgomery at: stayce.e.montgomery.mil@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.