

**ALABAMA ARMY NATIONAL GUARD  
ACTIVE GUARD RESERVES (AGR)**

**STATEWIDE VACANCY ANNOUNCEMENT # 26-036**

**GRADE:** E5-E6  
**POSITION:** Health Services NCO  
**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**MOS:** ANY  
**UNIT:** Health Services Office  
**LOCATION:** Birmingham, AL  
**CLOSING DATE:** 25 July 2026

**OPENING DATE:** 25 June 2026

**AREA OF CONSIDERATION:** Open Statewide to all AGR, Military Technician and Traditional Guardsman in the Alabama Army National Guard, in the grade of E5-E6. Must be able to reclass to 42A within 12 months of selection notification.

**Duty Position Job Description/Criteria:**

This position is in the Health Services Office. The purpose of the position is to provide oversight, planning, interpretation, and application of policy. Provide final review and validation of subordinate products for presentation to senior leadership and produce and issue guidance to lower echelon units and commands. Work is to be performed in one or more of the following Health Systems work areas: Tricare, Military Medical Support Office (MMSO), Line of Duty/Incapacitation (LOD/INCAP), Medical Operational Data System (MODS), Reserve Component Management Care (RCMC), Health Insurance Portability and Accountability Act (HIPAA) Certification, and medical boards.

(1) Responsible for oversight administration and implementation of policies pertaining to state medical affairs, and exercise of programs in one or more of the following areas: Line of Duty (LOD) Investigation Program, Incapacitation Pay Program, Active-Duty Medical Extension (ADME) Program, MOS Medical Review Board (MMRB) Program, Medical Disqualification Program, Follow up Health Care Program, Medical Claims Processing Program, Medical Travel and Orders Program, Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), Soldier Readiness Processing (SRP), demobilization coordination with Post Deployment Health Re-Assessment (PDHRA).

(2) Coordinates with the Human Resources Command (HRC), National Guard Bureau (NGB), the Military Medical Support Office (MMSO), Tri-Care, Regional Medical Command, the Military Treatment Facilities (MTF), the Medical Evaluation Board (MEB), Physical Evaluation Board Liaison Offices (PEBLO), Regional Army Commands, State and regional counterparts, and members at all unit levels.

(3) Manages the funds associated with the appropriate programs and provides accounting for expenditures as required. Provides updates of fund execution, projections, and unfunded requests. Synchronizes with overall fund manager and provides feedback to program manager. Provides advice and guidance to other personnel on actions in areas of expertise, as well as advice, instructions, and interpretations, as needed, to lower echelons.

(4) Coordinates, assembles, monitors, and ensures the proper conduct of medical boards, and participates as required. Provides tracking, over-sight, assistance, and follow-up to issues identified through all medical aspects of Soldier readiness (SRP, PDHRA, and Periodic Health Assessment (PHA)). Assists with or conducts onsite training as requested or required by supported units and activities.

(5) Reviews, evaluates, and interprets regulatory guidance, policies, and procedures to applicable programs. Provides guidance to all users through the development of policies, procedures, standard operating procedures (SOPs) and electronic tracking systems; as well as dissemination of information related to the appropriate program. Publishes guidance to enhance and simplify completion and submission of related actions.

**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, ACFT/AFT, security violations or adverse actions.
3. This position requires some travel and training away from home station.
4. Applicants are subject to interview upon notification of time and place.
5. Individuals must attend all periods of IDT/AT.

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

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

1. Memorandum Requesting an Interview.
2. NGB 34-1
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.
8. Memorandum from MACOM AO acknowledging your interest in the position (For current AGR members only).

Application packet must be received NLT COB on **25 July 2026**. Please email packet to SFC Stayce Montgomery at [stayce.e.montgomery.mil@army.mil](mailto:stayce.e.montgomery.mil@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.**