

ACTIVE / GUARD RESERVE (AGR)
ARMY AND AIR NATIONAL GUARD ANNOUNCEMENT
Vacancy Announcement 25-031
The Adjutant General Executive Officer (XO)

Grade: Officers up to MAJ (O1-O4)
Unit: Joint Force Headquarters (JFHQ)
Location: Montgomery, AL
Army: Any AOC Air: Any AFSC

OPENING DATE: 13 June 2025

CLOSING DATE: 13 July 2025

ARNG AGR JOB ANNOUNCEMENT: Open to current AL Army and Air National Guard AGR/TECH/M-DAY

Duty Position Job Description/Criteria:

The Adjutant General Executive Officer plays a critical support and leadership role. Directly supports the Adjutant General by managing day-to-day operations, personnel, and administration functions. Synchronizes, coordinates, and manages all activities for the TAG. Attends staff synchronization meeting, synchronizes TAG's calendar with ALNG Component Commanders, Director of the Joint Staff, and all other Senior Command Leadership and Staff. Understand and manage TAG duty days to include IDT, GO Man days, and AT days in collaboration with the SGS. Inputs orders, manage travel accommodations, and completes DTS administrative actions, ensuring that ethical and regulatory standards are met. Coordinates with all event organizers to set expectations for TAG attendance. Conducts quality control on all products submitted for TAG review and signature. Provides TAG with situational awareness for current and future events or requirements. The selected Officer will attend various high-level events with the TAG focused on the Alabama National Guard. This position requires the ability to perform frequent Temporary Duty (TDY), both CONUS and OCONUS.

GENERAL INFORMATION:

1. Applicants are subject to personal interview upon notification of time and place.
2. The Alabama Army National Guard is an equal opportunity employer. Selection and nomination will be made without regard to race, religion, color, national origin, gender, political affiliation, or age.

If interested in interviewing for this position, please forward the following documents in a combined PDF.

<u>Army National Guard Application Requirements</u>	<u>Air National Guard Application Requirements</u>
1. NGB 34-1 (dated November 2013) 2. Memorandum Requesting an Interview 2. Soldier Talent Profile (IPPS-A) 3. Validated Records Brief (ORB) 4. MEDPROS IMR Report 5. Commander's Height & Weight Memorandum 6. DA 5500/5501 (if applicable) 7. Last 3 OERs 8. Last 2 record AFCT (DA 705) 9. If AGR, a memorandum from MACOM AO acknowledging your interest in the position	1. NGB 34-1 (dated November 2013) 2. Memorandum Requesting an Interview 3. Report of Individual Personnel (RIP) 4. AF Form 422 5. Last 2, Air Force Fitness Management System II (AFFMS II) Fitness Report (Current and Passing) 6. Body Composition Assessment (BCA) 7. Last 3 Officer Performance Brief (OPB) 8. If AGR, a memorandum from Wing Commander acknowledging your interest in the position

Application packet must be received NLT COB on **13 July 2025**. Please email packets to SFC Stayce Montgomery, stayce.e.montgomery.mil@army.mil. **Combine all documents into a PDF Packet.** Any questions concerning this announcement, please contact SFC Montgomery or call at (334) 271-7468.