

**ALABAMA ARMY NATIONAL GUARD
ACTIVE GUARD RESERVES(AGR)
STATEWIDE VACANCY ANNOUNCEMENT 23-131**

GRADE: E5/SGT-E6/SSG
POSITION: Human Resource NCO 003/002
IPPS-A POS#: 03168399
FEMALE ASSIGNMENT ELEGIBILITY: YES

DMOS: 42A3
UNIT: 46TH CST (WMD)
LOCATION: MONTGOMERY, AL

OPENING DATE: 04 May 2023

CLOSING DATE: 03 June 2023

AREA OF CONSIDERATIONS:

Open Statewide to all AGR, Military Technician and Traditional Guardsman in grades E5 through E6 who are members of the Alabama Army National Guard.

Duty Position Job Description/Criteria:

Serves as an administrative NCO; performs personnel and administrative functions in support of company, or in other similar organizations, activities, and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist conducts personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Provides and manages postal operations. Prepare personnel accounting and strength management reports. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Type's military and non-military correspondence in draft and final copy. Prepares and maintains Official Military Personnel Files to include uploading documentation pertaining to accession, training, education, assignment, performance, discipline, decoration, casualty and separation of the service member into iPERMs. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Process personnel for separation and retirement. Processes bars to reenlistment, suspension of favorable personnel actions. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Identify problems and submits administrative reports to next higher. Perform other duties as assigned.

IAW DA PAM 611-21 qualifications for initial award of the applicable MOS:

- 1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 323222.
- (3) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
 - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
 - (e) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles

in Physical Demand Category in "Moderate" (Gold).

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

QUALIFICATION/ELIGIBILITY REQUIREMENTS:

1. Must be a federally recognized member of the Army National Guard of Alabama.
2. Must be able to serve at least 3 years in an active military status prior to: (a) Completing 18-years of active Federal service, or (b) The date of mandatory removal (without any extension under any provision of law or regulation from Ready Reserve status based on age or service as prescribed by current directives).
3. Meet medical standards as prescribed by AR 40-501, chapter 3, 4 or 5.
4. Must meet physical standards prescribed by AR 600-9.
5. Must not be under current suspension of favorable personnel actions.
6. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation.
7. Applicants must not be entitled to receive Federal military retired or retainer pay, receive Federal civil service annuities, or be eligible for immediate Federal civil service annuities.
8. Individuals who voluntarily resign from the AGR program in lieu of adverse personnel actions are not eligible to reenter the program.
9. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service (other than temporary medical disability) are ineligible to enter the AGR program.
10. Individuals who would attain 18 or more years of active military service during their initial tour period of AGR duty are ineligible to enter the AGR program.
11. Individuals involuntarily separated from the AGR program are not eligible to reenter the program.
12. Eligibility of females will be consistent with existing Department of the Army Combat Exclusion policies. Selection and nomination will be made from those applicants' determined best qualified in terms principally involving experience, demonstrated ability, performance, training and education.
13. Must be eligible for AGR service IAW AR 135-18.
14. Must be able to obtain and maintain a secret clearance. Security clearance must not be suspended or denied.
15. No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:
 - (a) No conviction by court-martial or by any Federal or state court.
 - (b) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) or Alabama Code of Military Justice (ACMJ) caused by incidents that reflect adversely on the soldier's integrity and lack of trust.
 - (c) No letter of reprimand, censure, or admonition under the provisions of AR 600-37
16. All permanently filed adverse documents from any time or service in any component must be disclosed and included with packet. Soldier can provide additional explanation as needed. Failure to disclose all documents above may result in curtailment of the AGR Tour.

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, APFT, security violations or pending any adverse actions.
3. This position requires some travel and training away from home station.
4. Applicants are subject to personal interview upon notification of time and place.
5. The Alabama National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.

SPECIAL REQUIREMENTS:

This position requires an above average amount of TDY due to high operational tempo of the 46TH Civil Support Team (WMD). Applicants should possess a Government Travel Card upon hiring and placement. A memorandum of Government Travel Card "Good Standing" must be included in the application and

signed by a direct supervisor. Those who do not currently possess a Government Travel Card will be required to apply for one prior to unit assignment. Because of the physical demands, all members must be in excellent physical condition. Applicant must possess or be able to attain, and maintain, a Secret Security Clearance. All applicants must interview in person and demonstrate their proficiency in Level A PPE.

Additional Requirements for ALARNG WMD-CST Personnel:

1. All WMD-CST members work in various chemical protective clothing, such as OSHA Level A Personal Protective Equipment (PPE) fully-encapsulated chemical suits with self-contained breathing apparatus. Members will be required to use respirators for duties that will vary from light to heavy, and may include security, rescue, and escape. This may occur under humid or cold conditions, and could exceed 4 hours per day.
2. Must be able to work in PPE carrying a minimum of 80 pounds.
3. Selected individual must pass physical examination for Level A PPE IAW OSHA requirements and 29 CFR 1910.134(B) (10) before being accepted into the AGR program. This includes OSHA Respirator Medical Evaluation Questionnaire, medical evaluation for respirator clearance to include pulmonary function test and ALNG Respirator Clearance.
4. The Civil Support Skills Course (CSSC) must be successfully completed within 12 months of assignment. Also due to critical special training and mission requirements, personnel assigned to WMD-CST will commit to serve a three (3)-year stabilized tour that starts upon completion of Civil Support Skills Course (CSSC).
5. All WMD (CST) members must live within 60 minutes of assigned duty station after assignment.
6. All WMD (CST) members will be on-call 24-hours a day, 365 days a year.
7. All WMD (CST) members will be exposed to live chemical warfare agents and may be exposed to biological agents and radiological releases as a result of training or operations.
8. This position requires extensive travel and training away from home station.
9. Must have a current state driver's license and personally owned vehicle.
10. Must receive Smallpox and Anthrax vaccinations.
11. Must complete Department of Defense Hazardous Materials Technician certification and maintain annual proficiency while assigned to the WMD-CST.

In accordance with AR 135-18, Staff Sergeant or above must possess the required grade and MOS level authorized for the AGR duty position. Sergeants or below must have the potential to become MOS qualified in the first 12 months or be released for active duty/FTNGD.

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3. This position requires some travel and training away from home station.
4. Applicants are subject to personal interview upon notification of time and place.
5. The Alabama National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.
6. Individuals must attend all periods of IDT/AT.

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

1. NGB Form 34-1 (AGR Application).
2. Copy of current MEDPROS IMR Report.
3. Copy of last three NCOERs (if applicable).
4. Current ERB.
5. Last 3 record APFTs (DA 705).
6. Commander's Height & Weight Memo
7. DA 5500 or 5501 (if applicable).
8. Copies of all DD 214s

9. Current RPAM Statement

10. If your current grade exceeds the maximum grade of this announcement, you must submit a statement indicating willingness to accept an administrative reduction.

11. Memorandum from MACOM AO acknowledging your interest in the position (For current AGR members only).

Application packet must be received NLT COB on **03 June 2023**. Please email packet to SFC Azure S. Prad, <mailto:azure.s.prad.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 Prad, at the above email or call 334-271-7419.

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