

**ACTIVE GUARD RESERVE (AGR)  
ALABAMA ARMY NATIONAL GUARD  
STATEWIDE VACANCY ANNOUNCEMENT #23-175**

**GRADE:** 2LT/CPT(O1-O3)

**POSITION:** Personnel Officer/Asst Brigade S-1

**IPPS-A POSITION:**

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**MOS/AOC:** 01A00

**UNIT:** 62<sup>nd</sup> TROOP COMMAND

**LOCATION:** Montgomery, AL

**OPENING DATE:** 14 July 2023

**CLOSING DATE:** 13 August 2023

**AREA OF CONSIDERATION:** Open Statewide to all AGRs, Military Technicians, and Traditional Guardsmen in grades O1 – O3 who are current members of the Alabama Army National Guard

**Duty Position Job Description/Criteria:**

Develops, implements and evaluates the personnel and administrative policies for the Brigade/Group/Troop Command. Serves as the primary advisor for the command in the areas of personnel, legal, and medical operations. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the Brigade/Group/Troop Command level organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Develops command level guidance and oversees the implementation of the enlisted promotion management system. Ensures timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Responsible for planning and coordinating health service support (i.e. annual medical certification, vaccinations, physicals, profiles, medical review boards, etc) for the command. Executes command level inspections in the area of personnel and administration. Plans for the establishment and operation of the Administrative and Logistics Operations Center. Develops and implements tactical standing operating procedures for personnel and medical operations. Makes day-to-day decisions for the commander in the area of personnel assignments. Investigates and recommends, as directed, appropriate action on incidents, accidents, and complaints involving subordinate units' personnel. Ensures the completion of line of duty (LOD) investigations and responds to congressional inquiries and IG complaints. Maintains oversight for financial, legal, and medical concerns of assigned personnel. Reviews, analyzes, and provides recommendations relative to proposed Modified Table of Organization and Equipment (MTOE) and/or force structure changes to determine the impact on personnel authorizations. Resolves issues concerning organizational personnel structure and full-time manning resulting from implementation of new MTOEs. Keeps abreast and ensures the implementation of new policy statements, regulations, and directives issued by higher headquarters concerning administrative and personnel activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. Coordinates and assists in developing plans for recruiting and retention within the command. Analyzes the personnel portion of the organizational readiness report to determine critical needs and priorities for the strength management program. Provides guidance to staff officers, commanders and full-time employees in policy and procedure changes concerning areas of strength management. Manages and reports information in regard to personnel accessions, retention, participation, and attrition. Develops and institutes the officer accession plan to include state and federal officer and warrant officer commissioning programs, direct commission, interstate transfers, and other component transfers. May serve as a liaison with the Reserve Officer Training Corps (ROTC), for officer accessions. Represents the National Guard and the Commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic officials, club officers and school officials for such things as recruiting activities, communities support projects, natural disaster or civil disturbance planning, use of facilities for training and for such things as recruiting and security of those facilities. Submits articles, stories, announcements, or advertisements to local news media designed to make the public aware of the National Guard and their role in the community and in national defense. Plans, organizes and assigns work to employees engaged in personnel and administrative work assigned at the command level. Provides technical assistance and guidance to organizational personnel. Revises assignments and/or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligibles. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Approves and disapproves leave. Receives and resolves or participates in the resolution of grievances or forwards to higher-level management for resolution. Acts to resolve disciplinary problems or forwards to higher level management for resolution. Formulates plans for equal treatment of all employees. Assures position management principles are adhered to and position descriptions are accurate. Informs employees of all aspects of personnel programs by answering routine questions or obtaining information from specialist when more technical answers are required. Performs other duties as assigned.

**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. Must be eligible for AGR service IAW AR 135-18.
13. Must be able to obtain and maintain a secret clearance. Security clearance must not be suspended or denied.
14. Must be AOC Qualified or able to obtain AOC within 12 months from selection of the position. All AOCs are encouraged to apply.
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 Soldiers 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.

***Per AR 135-18, Captain, with at least 5 years' time in grade, must have completed a Captains Career Course. Officers must possess the grade equal to or below that authorized for the AGR duty position as well as possess the branch area of concentration (AOC) commensurate with the AGR duty position.***

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

1. NGB Form 34-1 dated Nov 2013 (AGR Application).
2. Copy of current MEDPROS IMR Report.
3. Copy of last 3 OERs.
4. Current ORB.
5. Last 3 record APFT/ACFT (DA 705)
6. Commander's Height and Weight Memo
7. DA 5500 (if applicable).
8. Copies of all DD 214's
9. Current RPAM Statement
10. Memorandum from MACOM AO acknowledging your interest in the position (For current AGR members only).

Application packet must be received NLT COB on **13 August 2023**. Please email packet to SFC Azure S. Prad, <mailto:azure.s.prad.mil@army.mil> and [ng.al.alarnq.list.j1-mdm@army.mil](mailto:ng.al.alarnq.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**