

**ACTIVE/GUARD RESERVE (AGR)**  
**Vacancy Announcement 24-020**  
**(For on-board AL ARNG AGR Enlisted Only)**

**G-1 Transitions Branch**

**SAPP NCO**

**MOS: 0 0 F 4 0 (E-7)**

**JFHQ- DCSPER/G-1**

**Montgomery, AL**

**OPENING DATE:** 9 November 2023

**CLOSING DATE:** 24 November 2023

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG AGR SFCs only.

**Duty Position Job Description/Criteria:**

Oversee and administer the Alabama National Testing program; report to the G1 issues regarding the urinalysis program; conduct UPL training; forward urinalysis result; document Medical Review Officer evaluations in the Drug and Alcohol Management Information System (DAMIS) as required; manage National Guard program funding process illicit positive packets discharge or retention; request litigation packets for Judge Advocate Generals Office as required.

**Special Requirements:** Must have BN level experience in personnel and a working knowledge of the following:

- Integrated Personnel and Pay System – Army (IPPS-A)
- SIB-X
- Interactive Personnel Electronic Records Management System (iPERMS)
- Army Training Requirements and Resource System (ATRRS)
- Directors Personnel Readiness Overview (DPRO)
- Defense Travel System (DTS)
- Government Travel Cards process.
- NCO Development.
- Personnel Management.
- Reserve Component Automation System (RCAS).
- Training Schedules and Composite Risk Management process.
- All Microsoft applications in-depth understanding of Excel and Access Database
- Vast knowledge of Army Regulations, National Guard Regulations, and State Regulations.

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

1. Memorandum Requesting an Interview.
2. Current Enlisted Record Brief (ERB).
3. MEDPROS IMR Report.
4. Height & Weight Statement (DA 5500/5501 if applicable).
5. Last Three NCOER's.
6. Last 2 record ACFT/APFT (DA 705).
7. Memo from MACOM AO acknowledging your interest in the position.

Application packet must be received NLT COB on **24 November 2023**. Please email packet to SFC Azure S. Prad, [azure.s.prad.mil@mail.mil](mailto:azure.s.prad.mil@mail.mil) and [ng.al.alarnng.list.j1-mdm@mail.mil](mailto:ng.al.alarnng.list.j1-mdm@mail.mil). 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.**