

ACTIVE/GUARD RESERVE (AGR)

**Vacancy Announcement 24-021
(For On Board AGR Enlisted Only)**

Rank: SSG

Training NCO

**MOS: 11B3 (E-6) – 1 Vacancy
Position Number 03283677**

**D CO 1-173RD IN REG
Floral, Alabama**

OPENING DATE: 16 November 2023

CLOSING DATE: 30 November 2023

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG SSGs Only.

Duty Position Job Description/Criteria:

Serve as a company Training NCO and conduct Administrative, Training, and Readiness operations. Responsible for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individual assessments for the unit and individuals assigned. Ensures that training is conducted in accordance with Army training doctrine. Prepares training guidelines, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Prepares for unit yearly training workshop to develop yearly training plan with unit leadership. Prepares for monthly unit training meetings. Prepares training schedules and plans for approval of commander and higher headquarters. Maintains training guidance and documents as required by higher headquarters. Prepares training and evaluation outlines and lesson plans. Prepares automated requests for orders. Prepares correspondence for approval by commander or higher-level supervisor. As required, completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtained equipment and other materials as required for testing of personnel and training scorer/evaluators or test officers. Procures, designs, reproduces, and distributes a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit. Manages the military schools program of the unit. Coordinates with the higher headquarters to obtain quotas for personnel to attend school (Service, NCO, Special, etc). Manages use of school quotas, training support manning days and other training resources as allocated to the unit. Prepares and forwards requests for training for all unit members ensuring applicants are eligible to attend the school requested and all prerequisites have been met. Prepares or requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications. Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives. Initiates requests for equipment's training support to higher, adjacent, and other military commands to support unit training objectives. Develops the unit Mission Essential Task List (METL) and provides input for the yearly training plan. Assembles and maintains statistics on weapons qualifications, crew qualifications/table certifications, Army Combat Fitness Test, weight control, Common Task Testing, Military Occupational Skill Qualification and other critical data as required. Trains unit leaders on how to maintain leader books and other training material as directed by the command. As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters. Performs other duties as assigned.

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

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

Application packet must be received NLT COB on **30 November 2023**. Please email packet to SFC Azure S. Prad, 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.