

ACTIVE/GUARD RESERVE (AGR)

Vacancy Announcement #24-024

(For On Board AGR Enlisted Only)

Rank: MSG

Senior Human Resources Sergeant

MOS: 42A50 (E-8)

31st CBRN BDE

Northport, AL

OPENING DATE: 16 November 2023

CLOSING DATE: 30 November 2023

ARNG AGR JOB ANNOUNCEMENT: Open to current AL ARNG MSGs Only

Duty Position Job Description/Criteria:

Perform personnel and administrative functions in support of subordinate battalions. Supervise personnel management activities to include maintaining enlisted personnel records and processing personnel actions concerning Soldiers. Operate and manage field personnel information systems, train and assist system users, or monitor system activities. Prepare personnel accounting and strength management reports. Prepare and processes recommendations for awards and decorations and arranges for awards ceremony. Prepare, update, and coordinate requests for evaluations, to include responding to evaluation inquiries. Prepare and monitor requests for promotions and arrange for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Process centralized and decentralized promotions and reduction actions. Prepare and monitor 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 military and non-military correspondence in draft and final copy. Prepare and maintain functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepare orders and request for orders Posts changes to Army regulations and other publications. Execute and monitor automated interface with other automated systems. Monitor status of unresolved errors and initiates required corrective action. Monitor processing of feedback from Higher Headquarters and takes necessary corrective action. Identify problems and discrepancies. Provide assistance or refer resolution to superiors.

Special Requirements: Must be 42A qualified and have 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)
- RCAS
- MEDPROS
- 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. Commander's Height & Weight Memo
5. DA 5500/5501 (if applicable).
6. Last Three NCOERs.

7. Last 2 record ACFT/APFT (DA 705).

8. 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@mail.mil and ng.al.alarnq.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.