

**ACTIVE/GUARD RESERVE (AGR)  
Vacancy Announcement 24-057  
(For On-Board AL ARNG AGR Enlisted only)  
Rank: SFC**

**SENIOR POLICY NCO  
MOS/AOC: 42A4 - 1 VACANCY**

**JFHQ-HRO-MDM**

**Montgomery, AL**

**OPENING DATE: 01 February 2024**

**CLOSING DATE: 14 February 2024**

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

**Duty Position Job Description/Criteria:**

Performs personnel and administrative functions in support of the Military Duty Management Section of HRO. Responsible for posting all Army AGR Announcements. Performs initial screening to determine eligibility requirements for entry into the AGR Program. Performs all AGR new hire in-processing requirements to include publishing orders and reviewing documents required for full time employment. Coordinate, train, and assist newly hired AGR Soldiers. Manages GFEBS FMZ actions concerning PCS funds disbursement. Review and process mobilization and resignation DD 214s for AGR personnel. Responsible for AGR Orders on Soldiers returning from Mobilizations. Train enlisted personnel and supervises daily activities. Performs other duties as assigned.

**Special Requirements:** Must have experience in and working knowledge of the following:

- Integrated Personnel and Pay System – Army (IPPS-A)
- Interactive Personnel Electronic Records Management System (iPERMS)
- SIB-X
- All Microsoft applications in-depth understanding of Excel and Access Database
- Vast knowledge of Army Regulations, National Guard Regulations, and State Regulations
- NCO Development
- Personnel Management

**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 (DA 5500 if applicable).
5. Last 3 NCOER's.
6. Last 2 record APFT/AFCT (DA 705).
7. Memo from MACOM AO acknowledging your interest in the position.

Application packet must be received NLT COB **14 February 2024** on. 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**