

**ACTIVE/GUARD RESERVE (AGR)
Vacancy Announcement
(For on-board AL ARNG AGR Enlisted only)
Rank: SSG**

**G-1 Personnel Actions Division
OPM Human Resources NCO
MOS/AOC: 42A - 1 VACANCY**

PARA/LIN 014B/06 - Position Number 03321474

**JFHQ-DCSPER/G-1
Montgomery, AL**

OPENING DATE: **22 October 2024**

CLOSING DATE: **05 November 2024**

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

Duty Position Job Description/Criteria:

Perform a wide range of personnel and administrative functions in support of the DCSPER. Primary functions include Unit Vacancy Promotions for Officers and Warrant Officers, Department of the Army Promotions, Federal Recognition boards and related functions. Coordination of Officer Interstate Transfers, separations to Inactive Ready Reserve, Retirement and Conditional Releases. Manage actions for Officers that include Mandatory Retirement Date extension requests, award orders, name changes, Federal Recognition corrections, exceptions to policy requests and other profile data related updates. Facilitate and coordinate State Managed Boards, to include promotions, reassignments, awards and military education. Prepare and maintain accurate and up-to-date Soldier personnel records, ensuring all records comply with Army regulations and standards. Prepare and maintain Soldier personnel records, monitor processing of feedback from Higher Headquarters and takes necessary corrective action. Identifies problems and discrepancies. Type military and non-military correspondence in draft and final copy. Create and maintain tracking reports for all personnel action request.

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)
- Directors Personnel Readiness Overview (DPRO)
- Reserve Component Automation System (RCAS)
- All Microsoft applications in-depth understanding of Excel, TEAMS
- 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. Height & Weight Statement (DA 5500 if applicable).
5. Last 3 NCOER's.
6. Last 2 record ACFT (DA 705).
7. Memo from supervisor acknowledging your interest in the position.

Application packet must be received NLT COB on **05 November 2024**. Please email packet to SFC Stayce Montgomery, <mailto:stayce.e.montgomery.mil@army.mil> and ng.al.alarng.list.j1-mdm@army.mil. **All documents must be combined into a PDF Packet.** Any questions concerning this announcement contact SFC Montgomery, at the above email or call 334-271-7468.

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