

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

**#2 HUMAN RESOURCES SGT  
MOS/AOC: 42A - 1 VACANCY**

**PARA/LIN 243-07 - Position Number 06253082**

**JFHQ-HHD  
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 personnel and administrative functions in support of HHD-JFHQ. Executes all CRM tickets in IPPS-A and forwards all needed cases to higher to be resolved. Maintains the state CRM spreadsheet to monitor and stay updated on all CRM tickets for ALARNG Soldiers. Supervises personnel management activities to include iPERMS problem cases; responsible for all automated system accesses in the State; trouble shoots User system issues in the State. Operates and manages field personnel information systems, trains and assist system users, and monitors system activities. Prepares and monitors requests for system accesses to include: iPERMS, DPRO, SRB, SIBX, IPPS-A, and RCAS. Types military and non-military correspondence in draft and final copy. Prepares and maintains Soldier personnel records. Executes and monitors automated interface with all automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from Higher Headquarters and takes necessary corrective action. Identifies problems and discrepancies. Train enlisted personnel and supervises daily activities. Create reports for statistical reporting.

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

Integrated Personnel and Pay System – Army (IPPS-A)  
-System Access Request and Reporting System (SARRS)  
-Interactive Personnel Electronic Records Management System (iPERMS)  
-Directors Personnel Readiness Overview (DPRO)  
- Reserve Component Automation System (RCAS)  
-SIB-X  
-Automated Time Attendance and Production System (ATAAPS)  
-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. 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.alarnng.list.j1-mdm@army.mil](mailto:ng.al.alarnng.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**