



**ALABAMA NATIONAL GUARD
JOINT FORCES HEADQUARTERS
1720 CONGRESSMAN WILLIAM L. DICKINSON DRIVE
MONTGOMERY, ALABAMA 36109-0711**

NGAL-MPO-EPA

23 May 2023

MEMORANDUM FOR ALL UNITS, Alabama Army National Guard

SUBJECT: Statewide Vacancy Announcement Application Instructions

1. Applying Soldiers must be one grade below the authorized rank or grade commensurate to apply. Soldiers do not have to be MOS qualified to apply. Soldiers cannot be under any suspension of favorable actions for any reason, and the last record ACFT and Height/Weight must be within one year of application date. Soldiers without a current PHA will be considered for the position but will not be promoted until completion of an approved PHA.
2. Interested applicants must forward the following accompanied by the Statewide M-Day Vacancy Announcement Checklist (Enclosure 1):
 - a. Contact numbers both day and night.
 - b. Tracking number of vacancy applying for.
 - c. Letter of endorsement from current Commander.
 - d. Updated Enlisted Record Brief (ERB).
 - e. Individual Medical Readiness (IMR) printout from MEDPROS.
 - f. DA Form 5500/5501 (if applicable).
 - g. Last three years of NCOERs (if applicable).
 - h. ASVAB test scores.
3. The Enlisted Actions Branch must receive the application packet NLT COB on the closing date. Please send all documents to JFHQ-AL ATTN: Enlisted Actions Branch, P.O. Box 3711 Montgomery, AL 36109-0711 or email to nq.al.alarnq.list.j1-eas@army.mil. Late and/or incomplete packets will be returned without action.
4. All applicants should review their iPERMS. It is the responsibility of all Soldiers to ensure their iPERMS file is complete and accurate.

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5. Point of contact for this action is Mr. Paul Kalagian at (334) 271-7431 or ng.al.alarng.list.j1-eas@army.mil .

Encl

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Date: 2023.05.23 15:35:18 -05'00'

ANTHONY R. TURNER
CW3, AG, ALARNG
Enlisted Actions Branch Chief

Statewide M-Day Vacancy Announcement Checklist

Name: _____ Rank: _____ Vacancy Tracking #: _____

Day Contact #: _____ Night Contact #: _____

Letter of endorsement from current Commander.

Updated Enlisted Record Brief (ERB).

Current Individual Medical Readiness (IMR) sheet from MEDPROS.

DA Form 5500/5501 (if applicable).

Last three years of NCOERs (if applicable).

ASVAB test scores.