



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

NGAL-MPO-EPA

7 January 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 APFT 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 are to send the following:
 - 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) sheet 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 ng.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 SGT Jennifer Holmes at 334-271-7286 or ng.al.alarnq.list.j1-eas@army.mil .

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