ARMY Army National Guard AGR VACANCY ANNOUNCEMENT

DEPARTMENT OF THE ARMY
JOINT FORCE HEADQUARTERS, MISSISSIPPI ARMY NATIONAL GUARD
THE ADJUTANT GENERAL'S OFFICE
POST OFFICE BOX 5027
JACKSON, MISSISSIPPI 39296-5027

ANNOUNCEMENT NUMBER: 25-080 DATE: 03 Mar 25 CLOSING DATE: 17 Mar 25

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
ADMIN NCO, PARA 000 LINE 00, E5, 11B

APPOINTMENT FACTORS: OFFICER( ) WARRANT OFFICER( ) ENLISTED(X)

LOCATION OF POSITION:
1ST BATTALION, 155TH INFANTRY REGIMENT, POPLARVILLE, MS

WHO MAY APPLY:
Must be a current member of the MS National Guard within the grade(s) of E4 and E5.

AREA OF CONSIDERATION: This position is open to the grades of: E4 to E5. In order to be considered for this position applicants must meet the minimum qualifications as outlined on this announcement along with minimum appointment requirements.

INSTRUCTIONS FOR APPLYING: The documents listed below WILL be submitted "AT A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted in the documents place citing the documents missing with a short explanation necessary to certify the packet as eligible. The FTSMCS system will not allow you to go further without uploading a document in every category. If ASVAB scores reflected on your ERB are not current you must submit your latest ASVAB scoresheet with your application. Any applicants that do not include the new scores and do not meet the minimum score requirements will be disqualified.

!!!!All applicants will utilize the FTSMCS website (CAC Enabled) to apply for and submit applications.!!!! The link and instructions are located at the bottom of the Careers page for Mississippi, titled FTSMCS Applicant Instructions. There will be no other avenue of submitting applications unless the system is non functional(ie. down for maintenance). Any issues with your application can be directed to MSG Christopher Gurley at 601-313-6363 christopher.b.gurley.mil@army.mil or SSG Melanie Sampson at 601-313-6345 melanie.l.sampson@army.mil.

1. 34-1
2. Current certified copy of ERB/ORB
3. DA form 5500/5501 or Ht Wt statement from current unit CDR
4. DA 705
5. NGB Form 23A RPAS Statement
6. Letter from the security manager showing current status
7. Individual Medical Readiness Record (MEDPROS).
8. Copy of last 3 NCOER's

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 11B

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must meet the Army body fat standards IAW AR 600–9.
2. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
3. Must not be currently flagged for favorable actions
4. Must currently hold a Secret Security Clearance.
5. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
6. Must have a passing ACFT with DA 705 within the past 14 months.
7. 11B: A minimum score of 90 in aptitude area CO on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002
8. Must be or be able to become MOS Qualified 11B within 12 months of assignment.

BRIEF JOB DESCRIPTION:
Serves as a human resources administrative NCO, responsible for execution OF all HR competencies; and the processing and tracking of all Personnel Actions, Awards, NCOERs, Promotions, Suspension of Favorable Actions, Leaves and Passes, and Military Pay; responsible for timely Personnel Accounting and Strength Reporting; responsible for the Accountability and readiness of all assigned and attached personnel.

SELECTING SUPERVISOR:
MAJ Benjamin Lee

CONTACT INFO:
SSG Melanie Sampson
(Com) 601-313-6345
(Email) melanie.l.sampson.mil@army.mil

EQUAL OPPORTUNITY:
The Mississippi National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.