

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

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ANNOUNCEMENT NUMBER: 24-030-1

DATE: 19 Apr 24

CLOSING DATE: 03 May 24

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
ADMIN NCO, PARA 000 LINE 00, E5, 12B

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APPOINTMENT FACTORS:

OFFICER( )

WARRANT OFFICER( )

ENLISTED(X)

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LOCATION OF POSITION:  
288TH CEC-A, HOUSTON, MS

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WHO MAY APPLY:

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

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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.

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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 SFC Jaime Grammar at 601-313-6341 jaime.l.grammar.mil@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. NGB Form 23A RPAS Statement
  5. Letter from the security manager showing current status
  6. Individual Medical Readiness Record (MEDPROS).
  7. Copy of last 3 NCOER's
  8. ASVAB scoresheet not reflected in ERB/SRB or IPPS-A. (This would have been taken in the education office)
  9. Must have a passing ACFT with a DA 705 within the past 6 months.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 12B

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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 have a passing ACFT with DA 705 within the past 6 months.
  5. Must receive a favorable position of suitability screening, in the event of a negative suitability screening the SM will be removed from the AGR program
  6. Must currently hold a Secret Security Clearance.
  7. ASVAB that are not the same as on your ERB/SRB, in IPPS-A, or in REDD must be submitted along with your application. Scores submitted after being disqualified will not be considered.
  8. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down.
  9. 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.
  10. Must be or be able to become MOS Qualified 12B within 12 months of hire.
  11. 12B: A minimum score of 90 in aptitude area CO in 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.
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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.

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SELECTING SUPERVISOR:

MAJ Andrew Walker

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CONTACT INFO:

SFC Jaime Grammar  
(Com) 601-313-6341  
(Email) jaime.l.grammar.mil@army.mil

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**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.