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: 26-117 DATE: 24 Mar 26 CLOSING DATE: 07 Apr 26

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
ADMIN NCO, PARA 000 LINE 00, E5, 31B

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

LOCATION OF POSITION:
114 MP CO, CLINTON, MS

WHO MAY APPLY:
Must be a current on-board AGR or OTOT in the State of MS 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. Letter from the security manager showing current status
2. Copy of last 3 NCOER's
3. DA 705 annotated with HT/WT data dated within the past 8 months
4. Current Soldier Talent Profile (STP)

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 31B

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must not be currently flagged for favorable actions
2. Must currently hold a Secret Security Clearance.
3. Must be able to pass AFT and meet the Army body fat standards IAW AR 600–9.
4. 31B: (a) A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. (b) A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. (c) A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 Jul 2004
5. Must be or be able to become MOS Qualified 31B within 12 months of hire.

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 Doyle William

CONTACT INFO:
MSG Christopher Gurley
(Com) 601-313-6363
(Email) christopher.b.gurley.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.