

**MISSISSIPPI ARMY NATIONAL GUARD**  
**Command Sergeant Major**  
**Leadership Position Announcement**

**OPENING DATE:** 5/15/2024

**ANNOUNCEMENT NO:** 2024-012

**CLOSING DATE:** 6/14/2024

**POSITION ID:** 03115129

**MINIMUM GRADE:** E9 CSM (Current serving CSM or previously served as a CSM)

**UNIT OF ASSIGNMENT:** Headquarters 168th EN BDE

**LOCATION OF POSITION:** Vicksburg, MS

**MOS REQUIRED:** 12A

**DUTIES:**

Assist the commander in planning, coordinating, and supervising all activities that support the unit mission. Advise the commander on enlisted Soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns. Coordinate unit administration to include submission of required reports, vehicular support, and supply and food service activities. Provide counsel and guidance to subordinate personnel. Assist in inspection of or conduct inspection of unit activities and facilities, observe discrepancies, and initiate corrective action. Assist the commander in performing the following training related tasks: Plan, conduct, evaluate, and assess unit training. Ensure that trainers train to a standard. Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events. Plan and execute a battle-focused NCO DP. Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend. Coordinate school quotas.

**ELIGIBILITY REQUIREMENTS:**

1. Individual selected must possess a secret security clearance.
2. Applicants must have a current PHA.
3. Must not be under a current suspension of favorable personnel actions or required to be under suspension under AR 600-8-2, even if no suspension has been imposed.
4. Must be MOS Qualified for the position.
5. Must currently be serving as a CSM or previously served as a CSM.
6. Must have Passing ACFT Within last year updated in DTMS.
7. Must have current HT/WT in DTMS.

**APPLICATION INSTRUCTIONS:** Applicant's Letter of interest to the President of the board must be submitted by unit personnel to Joint Force Headquarters, Military Personnel Office, Enlisted Personnel Management (EPM) section (NGMS-PEM-E) via the **Integrated Personnel and Pay System – Army (IPPS-A) Customer Relationship Management (CRM) ticket** using transaction type "**Leadership Position Application (E8- E9).**" Applications must be submitted via IPPS-A CRM ticket no later than 1630 hours on the closing date.

**SELECTIVE PLACEMENT FACTORS:**

NOTE: Point of contact for additional information is the EPM section at 601-313-6214 or 601-313-6103. Individuals who do not meet the minimum qualifications will not be considered.

**EQUAL OPPORTUNITY:** The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.