MISSISSIPPI ARMY NATIONAL GUARD

MILITARY POSITION ANNOUNCEMENT

Army Active Guard/Reserve (AGR)

(Statewide)

OPENING DATE: 30 December 2013 **ANNOUNCEMENT NO:** 2014-31
CLOSING DATE: 13 January 2014 **POSITION TITLE**: Human Resource SGT

MINIMUM GRADE: PFC/E3 **MAXIMUM GRADE**: SGT/E5
LOCATION OF POSITION: HQ 1-204th ADA Newton, MS
MILITARY ASSIGNMENT REQUIREMENT: Enlisted
APTITUDE AREA REQUIREMENT FOR THIS MOS: ***CL of 95*** if tested before 2 Jan 02 / ***CL of 92*** if tested between 2 Jan 02 - 30 June 04/ ***CL of 90*** if tested on and after 01 July 04.

ELIGIBILITY REQUIREMENTS: (FOR INITIAL ENTRY INTO THE AGR PROGRAM):

1. Must be or become a member of the Mississippi Army National Guard.
2. Must meet the medical standards outlined in Chapter 3 or 4, and for special purposes, Chapter 5 in AR 40-501, as applicable. Initial entry physical examinations are required and will be accomplished before entry into the AGR program to determine medical fitness and the ability to deploy. Chapter 2 MEPS physicals are also acceptable and are valid for up to 24 months.
3. Applicants must have a current PHA.
4. Applicants must not have any permanent medical profiles which prevent taking the Standard APFT (*push-ups, sit-ups and 2-mile run*).
5. 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.
6. Must be or become qualified in ***MOS 42A*** within 12 months of assignment.
7. PCS, if required, must be accomplished within one year of assignment.

MAJOR DUTIES: (Not all inclusive, will be fully explained during interview)
The purpose of this position is to accomplish the day-to-day supply transactions of the unit, which involves requesting, receipting, storing, issuing, accounting for and preserving individual, organizational and expendable supplies and equipment. The secondary purpose of this position is to assist the commander and unit personnel in personnel and administrative matters by acting as a point of contact in issues relating to the welfare of soldiers.

APPLICATION INSTRUCTIONS: All applications must be submitted to Military Department, State of Mississippi, ATTN: JFH-MS-HR, P O Box 5027, Jackson, MS 39296-5027 via USPS **OR** if ground delivery is used (UPS or FedEx) 1410 Riverside Drive, Jackson, MS 39202-1237, and must be received no later than 1630 hours on closing date. Faxed applications or applications submitted using Official Indicia Mail will not be considered. Applicants must submit the following forms **FILED IN ORDER OF LISTING**:

1. ____NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position ***signed and dated***
(Place a valid email address in the Name Block)
2. ____Copy of ***MOST RECENT*** MEDPROS Individual Medical Readiness Record (PULHES must be notated)
3.____Copy of ***MOST RECENT*** Medical examination, OR Periodic Health Assessment (*PHA*) (whichever is most current)
4. ____ ***MUST HAVE*** Certified ERB / ***MUST HAVE*** ASVAB/ACFT scores annotated
5. ____A current copy of Personnel Qualification Record (PQR)
6. ____A current copy of Retirement Point Accounting System (RPAS Statement)
7. ____Copies of last five Non Commissioned Officer Evaluation Report (NCOERs)

8. ____Copy of ***MOST RECENT*** DA Form 705 demonstrating successful completion of the APFT
9._____Copy of ***MOST RECENT*** DA 3349 (Profile) if applicable
10. ____Certified copy of ***current*** height/weight certificate ensuring compliance IAW AR 600-9 ***"AND"***
11.____DA Form 5500-R/5501-R (dated August 2006) if applicable, both forms must indicate authorized maximum weight allowed and Soldier's actual weight.
12. _____NOT REQUIRED (but recommended) an official military or ¾ length photo in Class A Uniform.
13. _____If OCONUS, applicant must provide a valid DSN in the block for OFFICE PHONE.

Special ring binders, portfolios, report covers, and document protectors are discouraged. Keep it simple. Use a separate sheet of paper as required for additional information. Incomplete packets may not be considered. All missing documents must be justified.

SELECTIVE PLACEMENT FACTORS:

1. Individual selected must possess or be able to obtain the type security clearance required for the military position of assignment.

2. Eligibility of female personnel will be consistent with existing Department of Army Combat Exclusion policies.

3. Incumbent of this position will be placed initially on active duty for a period of three years (this does not apply to onboard AGR personnel filling this position). Subsequent tours of duty will be contingent of satisfactory duty performance and program continuance.

4. Mandatory Fulltime Support Training, conducted at the National Guard Professional Education Center, is required as a condition of employment and must be completed within 12 months of being assigned.

NOTE: Point of contact for additional information is SGM Mark Norsworthy, commercial (601) 313-6363 or DSN 293-6363. 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.