ANNOUNCEMENT #: 6338  POSITION CODE: PKLA0750
OPENING DATE: 27 June 2019  POSITION GRADE: E5
CLOSING DATE: 12 July 2019  POSITION TITLE: Admin/Trng NCO

MAJOR DUTIES:
The 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.

* Be advised that Active Guard/Reserve members may be ordered to perform individual T10 tours of duty outside of the state of Mississippi (ie. Washington D.C., NORTHCOM), and OCONUS deployments if their unit is called to active duty.

MINIMUM GRADE: SPC/E4  MAXIMUM GRADE: SGT/E5  MOS: 11B

LOCATION OF POSITION: CO A, 1-155TH CAB, BILOXI, MS

REstrictions:
Must be or be able to become BLC Complete within 12 months.
Must be or be able to become MOS 11B Qualified within 12 months.

CONSIDERATION REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:
1. Must be or be eligible to become a member of the Mississippi Army National Guard.
2. Must meet the eligibility requirements of AR 135-18; have an approved waiver per AR 135-18; not be disqualified per AR 135-18; and meet any additional requirements prescribed by the DARNG or TAG Mississippi.
3. PHA of record must be dated within 15 months of the closing date of this announcement. An initial entry physical examination is required upon selection, and applicant must meet the medical standards outlined in Chapter 3 or 4, and for special purposes, Chapter 5, AR 40-501, as applicable.
4. 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 suspension of favorable personnel actions, or required to be under suspension as defined in AR 600-8-2, even if no suspension has been imposed.
6. Must be or be able to become MOS 11B Qualified within 12 months.
7. (a) A minimum score of 90 in aptitude area CO on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
   (b) A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002.

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. Individual selected for 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 are contingent upon 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 assignment.
5. Individual selected may be required to relocate to within commuting distance of the duty location.
6. Positions of Significant Trust (POST) require screening of personnel selected for suitability and security before assignment to the position.
APPLICATION INSTRUCTIONS:
All applications must be submitted to Military Department, State of Mississippi, ATTN: NGMS-HRO-AGM, P.O. Box 5027, Jackson, MS 39296-5027 via USPS. If ground delivery is used (UPS or Fed Ex) 1410 Riverside Drive, Jackson, MS 39202-1237. Packets must be received no later than 1630 hours on closing date. Faxed applications will not be considered. Applicants must submit the following items FILED IN ORDER OF LISTING:

1. _____ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. **INSERT A VALID EMAIL ADDRESS INTO THE NAME BLOCK** / **SIGN AND DATE THE FORM**

2. _____ Most recent Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The PHA date on the IMR must be dated within the last 15 months to be valid.

3. _____ Certified Officer Record Brief (ORB) or Enlisted Record Brief (ERB).

4. _____ Statement of all active service performed. Acceptable documents include: RPAM Statement (NGB Form 23B); Certificate of Release or Discharge (DD Form 214, DD Form 220(s) and accompanying DD Form 215(s) if applicable); Statement of Service (DD Form 1506).

5. _____ Copies of last 5 Officer Evaluation Reports (OERs) or NCO Evaluation Reports (NCOERs).

6. _____ Copy of MOST RECENT DA Form 705 demonstrating successful completion of the APFT.

7. _____ Copy of MOST RECENT DA 3349 (Profile) if applicable.

8. _____ Copy of current JPAS Print Out, (Favorably adjudicated NACLC within the last 10 years required).

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. Point of contact for additional information is SGM Shane Cook, commercial (601)313-6363 or DSN 293-6363. Individuals who do not meet the minimum qualifications will not be considered.