

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: 21-7349

DATE: 22 Jul 21

CLOSING DATE: 04 Aug 21

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Admin NCO, PARA 305 LINE 04, E5, 91B

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APPOINTMENT FACTORS:

OFFICER( )

WARRANT OFFICER( )

ENLISTED(X)

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LOCATION OF POSITION:

COMPANY B 106TH SUPPORT BATTALION, 2126 ELLISVILLE BOULEVARD LAUREL MS 39440

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WHO MAY APPLY:

Must be within the grade(s) of E3 and E5. Must become 91B qualified within 12 months of hire. The selected applicant will not be brought into the AGR Program prior to 1 October 2021.

AREA OF CONSIDERATION: This position is open to the grades of: E3 to E5. In order to be considered for this position applicants must meet the minimum qualifications as outlined on this announcement.

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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 citing the documents missing with a short explanation necessary to certify the packet as eligible. Failure to do so may result in a finding of ineligibility and may cause the applicant's packet to 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 Shannon Cooley at 601-313-6387 shannon.c.cooley.mil@mail.mil or Mr. Jeremy Bryant at 601-313-6341 jeremy.h.bryant.civ@mail.mil.

1. 34-1
  2. Copy of last 3 NCOER's
  3. Individual Medical Readiness Record (MEDPROS).
  4. Current certified copy of ERB/ORB
  5. DA form 5500/5501 or Ht Wt statement from current unit CDR
  6. Security Clearance printout or letter from the security manager showing current status
  7. NGB Form 23A RPAS Statement
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 91B

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MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down.
  2. Must meet the Army body fat standards IAW AR 600-9.
  3. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
  4. Must meet the security clearance requirements of the position.
  5. Must have a current passing standard three event APFT DA 705. Submit DA 705 dtd Oct 2020 for ETP regarding Soldiers who ONLY have taken the ACFT.
  6. Qualifying scores: A minimum score of 90 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 87 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of (87 in aptitude area MM and 85 in aptitude area GT) or a minimum score of 92 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.
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BRIEF JOB DESCRIPTION:

Performs personnel and administrative functions at the company level. Conducts managements of human resources to include maintaining Officer and enlisted personnel records and processing personnel actions. Operates field personnel information systems, trains and assists system users. Prepares personnel accounting and strength managements reports. Processes LOD investigations. Prepares and processes awards. Prepares, updates, and coordinates requests for evaluations. Prepares and monitors requests for promotions. Prepares requests for reductions, transfers, and discharges. All other duties as assigned.

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SELECTING SUPERVISOR:

MAJ John Cochran

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CONTACT INFO:

MSG Shannon Cooley  
(Com) 601-313-6387  
(Email) shannon.c.cooley.mil@mail.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.