

ARMY and/or AIR 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: 21-7522

DATE: 04 Jan 22

CLOSING DATE: 18 Jan 22

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Admin/Training NCO, PARA 207 LINE 03, E6, 15T

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

COMPANY A 1108TH AVIATION GROU, HANGER 1 HEWES AVENUE,GULFPORT, MS

WHO MAY APPLY:

Must be within the grade(s) of E5 and E6. Must be or be able to become MOS Qualified 15T within 12 months of hire.

AREA OF CONSIDERATION: This position is open to the grades of: E5 to E6. In order to be considered for this position applicants must meet the minimum qualifications as outlined on this announcement.

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.

!!!!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(i.e. down for maintenance). Any issues with your application can be directed to MSG Shannon Clay Cooley at 601-313-6387 shannon.c.cooley.mil@army.mil or Mr. Jeremy H Bryant at 601-313-6341 jeremy.h.bryant.civ@army.mil.

1. 34-1
 2. Individual Medical Readiness Record (MEDPROS).
 3. Copy of last 3 NCOER's
 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. New AGR Hires most current DA Form 705. Must have a passing score taking the standard 3 event test. (push ups, sit ups, 2 mile run) Must not have a permanent profile preventing these events.
 8. 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: 15T

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be able to possess a SECRET clearance
 2. 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.
 3. Must meet the Army body fat standards IAW AR 600-9.
 4. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
 5. 15T A minimum score of 105 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 102 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 104 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.
 6. Must have a current passing standard three event APFT DA 705. Submit for DA 705 dtd Oct 2020 for ETP regarding Soldiers who ONLY have taken the ACFT.
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BRIEF JOB DESCRIPTION:

Serves as AGR Admin/Training NCO for a CO D 1-185th aviation; Processes transactions at the Unit Level to include: Discharge packets (Non-Selection for Retention, Retirement, Unsatisfactory Participant, Erroneous Enlistment, Positive Drug and Alcohol Test (POS DAT), Hardship), military awards, DA 1059s, Course Completion Certificates, marital status updates, and general paperwork. Assembles supporting documentation required for Personnel Action Requests (PARs), and Promotions. Assists with the coordination of health services support for unit collective Medical Readiness Events (MRE) and Automated Voucher System (AVS) facilitation. Reviews and submits source documents for military records and Soldier Record Briefs through the Interactive Personnel Electronic Records Management System (iPERMS). Processes OER/NCOERs through the Evaluation Entry System (EES) and maintains tracking mechanisms. Maintains retirement accounting through Retirement Points Accounting Management (RPAM). Responsible for the timely and accurate updating of personnel actions in IPPS-A, iPERMS, EES.

Requires working knowledge of the following systems: eMILPO, IPPS-A, iPERMS, MYUNITPAY, EES, and the G1 Portal (Director's Personnel Readiness Overview (DPRO)).

Must understand and be familiar with the following references: Human Resources Systems Branch Handbook, Manual for Courts-Martial (MCM), AR 27-10 (Military Justice), AR 600-8-22 (Military Awards), AR 25-50 (Preparing and Managing Correspondence), AR 135-178 (Enlisted Administrative Separations), NGR 600-200 (Enlisted Personnel Management), and AR 623-3/DA PAM 623-3 (Personnel Evaluation Reporting System).

SELECTING SUPERVISOR:

CW4 James Ables

CONTACT INFO:

Mr. Jeremy Bryant
(Com) 601-313-6341
(Email) jeremy.h.bryant.civ@army.mil

COVID Information: READ CAREFULLY!!

All newly selected AGR applicants will provide proof of the following prior to being brought on active duty. 1. CDC COVID-19 vaccination record card providing

information of being fully vaccinated, Immunization records from a public or state health facility or private health sector official documentation. 2. Proof will also be provided If approved for a medical or religious exemption. Proof for application of exemption does not qualify. Failure to immediately provide proof of vaccination or an approved exemption will result in the selected applicant being disqualified for hire. There are no exceptions to this requirement.

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.