

**MISSISSIPPI ARMY NATIONAL GUARD
AGR/TECHNICIAN/STATE EMPLOYEE VACANCY ANNOUNCEMENT**

Announcement No. 22-001 LC CSM

(Supervisor – BG Joe D. Hargett)

OPENING DATE: 15 January 2022

CLOSING DATE: 29 January 2022

POSITION TITLE: MSNG LAND FORCES COMPONENT COMMAND SERGEANT MAJOR

PAY GRADE & SALARY: AGR / OTOT E-9 / M-Day

ORGANIZATION & LOCATION: JFH-MS, Jackson, MS

APPOINTMENT TYPE: This position may be filled in any of the below statuses. The purpose of this announcement is to facilitate the selection and key staff appointment by The Director, Joint Staff. Type of appointment will be determined after the selection is made in coordination with selectee, MSNG CSEL, and HR office.

ARNG: AGR - OTOT, State Employee, M-Day

AREA OF CONSIDERATION: Restricted to current E-9's of the MSARNG who have served in the position of Command Sergeant Major or Staff Sergeant Major at the O5 level (ASI 6C/6K) or above for at least one year and has been evaluated for that service.

SUMMARY OF DUTIES: This position is located in the Command Group of the Joint Force Headquarters within the state. As a member of the Joint Force Headquarters command staff, the incumbent serves as the senior enlisted advisor to the Director, Joint Staff, Mississippi National Guard. As the senior enlisted advisor to the DJS, the incumbent serves as the primary advisor and spokesperson regarding issues related to mission analysis, plans, organization, training, setting priorities and the enforcement of established policies and standards. Program areas managed include military issues related to readiness, performance, training and staffing for all Overhead units. The incumbent is also responsible for ensuring subordinate Non-Commissioned Officers (NCOs) comply with the Commander's intent, goals and objectives. Regularly interacts with senior enlisted advisors of other Department of Defense (DoD) components to ensure cross-talk between staffs. Participates in a variety of DoD, Federal, and State level advisory councils.

GENERAL EXPERIENCE REQUIREMENTS: Experience, training, and/or education which demonstrates judgment, analytical ability, and skill in dealing with others in person-to-person work relationships.

KNOWLEDGE, SKILLS AND/OR ABILITIES (KSAs): The following KSAs will be used to make quality distinctions between those applicants that meet the general and specialized experience requirements.

1. Knowledge of the principles and standard practices of management.
2. Knowledge of the techniques of organization, direction, coordination and control.
3. Ability to formulate and execute long range plans and programs.
4. Skilled in oral and written communication
5. Ability to give specific guidance relative to a particular program.

SECURITY REQUIREMENTS: Selected individual must be able to obtain and maintain the appropriate security clearance for this position and/or the compatible military position.

MEDICAL/PHYSICAL REQUIREMENTS: Selected individual must maintain any medical/physical standards for this position and/or the compatible military position.

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Placement will be made without discrimination based on race, color, sex, religion, national origin, politics, marital status, physical handicap, age or membership or nonmembership in an employee organization. . However, the Mississippi National Guard reserves the right to enforce military physical, age, and gender requirements to positions which are essentially military in nature or for which military membership is required.

APPLICATION INSTRUCTIONS: Application packets must be submitted to MSNG Human Resources Office: email to CSM Shane Cook at joseph.s.cook12.mil@army.mil Application packets must be received no later than 1630 hours on the closing date of the announcement. Incomplete application packages will not be considered. The application package should include the following:

1. Cover letter. Ensure letter includes your primary contact information: e-mail address, telephone number, position / job announcement #.
2. Letter of Intent
3. ERB - (Selection Board Version)
4. Last 3 NCOER's
5. Last 3 years of APFT Scorecards
6. Individual Medical Readiness report and any DA 3349's (profiles)
7. Current BIO. See example format enclosed.

NOTE:

Applications will not be returned to applicants. All applications will be retained by the HRO as permanent records to the placement/promotion records. Applicants must obtain personal copies prior to forwarding original to HRO.

The use of official mail and electronic facsimile transmitting devices (FAX) is prohibited. Forwarding employment applications are considered personal, not official business. Applications received in either manner will not be considered.

Point of contact for additional information is CSM Shane Cook, (601) 313-6363.

BIOGRAPHICAL SKETCH

Name: (Last, First MI)

Date:

Primary MOS:

Duty MOS:

Present Duty Assignment:

Present Rank:

Date of Rank:

Years of Active Federal Service:

BASD:

Total Years of Service:

DOR:

Date of Birth:

Marital Status:

Home of Record Address:

Cell Phone:

Business Phone:

Civilian Education (Highest Level Complete or see below)

Military Education:

Decorations, Awards, and Citations (spelled out in order of precedence)

Civilian Affiliations:

Significant Experience (include duty status and primary civilian occupation or MSNG Full Time status):

*** Notes Only: (Do not include in sketch)

1. Limit to two pages on standard 8 1/2 x 11 white paper, Courier New Font
2. If currently pursuing a degree, list major and/or minor, institution, and date projected for completion.
3. List only completed training course, do not list single subcourses under military education.
4. Include civilian affiliations, professional, educational, and military societies and organizations, and civilian activities such as fraternal, social, and service organizations
5. Any significant experience, list military duty assignments and civilian positions from most recent for oldest
6. List accurate information that is clear and concise. Use regular print, do not use ALL CAPS, *Italics*, **Bold Fonts**, jargon or any other gimmicks designed to draw special attention to specific entries.