

FTNGD-OS VACANCY ANNOUNCEMENT

MISSOURI NATIONAL GUARD HOMELAND RESPONSE FORCE (HRF) 301 West Fremont Road Lebanon, MO 65536	ANNOUNCEMENT: HRF 26-021 OPENING DATE: 13 AUG 2026 CLOSING DATE: 27 AUG 2026
TELEPHONE NUMBERS: Commercial 417-588-2058 X 13528	☒ Permanent Change of Station (PCS) is not authorized for this position. ☐ Permanent Change of Station (PCS) may be authorized if in the best interest of the government.
POSITION TITLE, MOS AND GRADE: Homeland Response Force, CASE ADMIN NCO MOS Immaterial E4-E6	LOCATION: CASE/NGQRF 1605 Cravens Rd Poplar Bluff, MO 63901
Memorandum of Agreement signed by the chain of command for expectation of manning requirement during a CBRN mobilization. SECRET Security Clearance Required	FOR MORE INFORMATION: brandon.e.dubois.mil@army.mil (573)638-9500 x 14610 hunter.w.rayhart.mil@army.mil (573)638-9500 x 14610

WHO MAY APPLY:

APPLICATIONS WILL BE ACCEPTED ONLY FROM:

- All Sources (M-Day, Technician and AGR) who are E4-E6.

CURRENT MILITARY GRADE REQUIREMENTS: Qualified Missouri National Guard members in the rank of Specialist through Staff Sergeant may apply. Max grade allowed is SSG (E-6) through duration of tour.

DUTIES AND RESPONSIBILITIES:
 Perform duties as Human Resources for the CBRN Assistance Support Element (CASE) Prepare and maintain officer and enlisted personnel records. Enlisted advisor to S1 and CASE CDR on all Soldier related matters. Responsible for JMD/DMD tracking, coordinating medical and immunization completion and compliance. Ensure CASE units meet administrative requirements per the SEAT inspection guidelines. Complete actions within the Integrated personnel and pay system Army(IPPSSA), Interactive Personnel electronics and records management system (IPERMS), Medical protection system (MEDPROS), Joint Manning Document (JMD),

DESIRABLE QUALIFICATIONS:

- Excellent communications skills
- Experience in a Command and Control environment
- Basic knowledge of CBRN
- Function at a high-level in a team setting
- Deployment Experience

☒ **MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED** ☒

TOUR CONTINUATION: Anticipated duration is Aug 2026 through 30 September 2026. Applicants are advised that consideration for continuation of their tour beyond the initial period is dependent upon availability of funds, satisfactory performance, and continued compliance with weight standards of AR 600-9 and 350-1. Approval of initial tour as well as request for tour renewal is at the discretion of the command and subject to availability of funds.

SUPPLEMENTAL INFORMATION: NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18. NO TEMPORARY PROFILES IAW ARNG-HRH PPOM #20-003.

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INSTRUCTIONS FOR APPLYING

INDIVIDUALS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:

- 1. DA FORM 1058 (NOTE: Supersedes previous version 1058-R) -** Soldier MUST sign block 20. Commander must sign block 32b and Records Custodian must sign block 33a-c.
- 2. TOUR ANNOUNCEMENT-** ADOS tour announcement for which the application is for.
- 3. Copy of DTMS printout of the Service Member's ACFT, Height / Weight / Body Composition data.** Service Member must have passed an ACFT & HT/WT within 12 months of announcement closing date.
- 4. Copy of ERB/ORB/SRB or Soldier Talent Profile** dated within one year of announcement closing date.
- 5. Copy of MEDPROS-** Individual Medical Readiness Record displaying evidence of: Periodic Health Assessment completed with-in 12 months and HIV with-in last 2 years. (HIV Draw can be done after interview and selection). Medical documentation other than MEDPROS will not be accepted and will cause the application to be immediately destroyed.
- 6. Copy of your DA Form 3349 (Physical Profile)** and MOS Medical Retention Board (MMRB) results (if applicable).
- 7. Copies of the last (3) NCOERs or OERs.** If 3 are not available a statement your first line supervisor attesting to your character of service is required.
- 8. NGB Form 23 (Retirement Point Summary)** and/or a Statement of Service within 12 months.
- 9. Security Clearance MFR** (JPAS is not accepted).
- 10. Memorandum to the hiring board.** Memorandum will include current mailing and telephonic contact information at a minimum. It may include specific qualifications that would be beneficial to this position that the applicant would like to highlight. This memorandum must be dated and signed.

If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available.

EQUAL OPPORTUNITY: The Missouri National Guard is an Equal Opportunity Employer. Personnel on Title 32 Tours will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin, political affiliation, or any other non-merit factor.

CAUTION: If your application packet does not provide all the information requested on the forms and documents listed above, you will lose consideration for the ADOS position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their applications.

You may only include one job announcement per application packet. If applying for multiple positions send a separate packet for each announcement.

Scan/Email completed packets in ONE pdf file to SFC Brandon DuBois at brandon.e.dubois.mil@army.mil, 1LT Hunter Rayhart at hunter.w.rayhart.mil@army.mil, and SFC Weeks, Zachary at zachary.d.weeks.mil@army.mil.

MAILING APPLICATIONS: Submit your application to: Submit your application to Attn: SFC Weeks, 301 West Fremont Road, Lebanon, MO 65536.

THIS ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS.