

## FTNGD-OS VACANCY ANNOUNCEMENT

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| <b>MISSOURI NATIONAL GUARD</b><br><b>MOARNG ELEMENT JF HQ J3-MRO</b><br><b>2302 MILITIA DRIVE</b><br><b>Jefferson City, MO 65109</b> | <b>ANNOUNCEMENT: MRO-26-04</b><br><br><b>OPENING DATE: 31 AUG 2026</b><br><br><b>CLOSING DATE: 08 SEP 2026</b>                                                                                                                                             |
| <b>TELEPHONE NUMBERS:</b><br><b>Commercial 573-638-9839</b>                                                                          | <input checked="" type="checkbox"/> <b>Permanent Change of Station (PCS) is not authorized for this position.</b><br><input type="checkbox"/> <b>Permanent Change of Station (PCS) may be authorized if in the best interest of the government.</b>        |
| <b>POSITION TITLE, MOS AND GRADE:</b><br><b>J1 MOB NCO, 00F, E7</b>                                                                  | <b>LOCATION:</b><br><b>2302 Militia Drive</b><br><b>Jefferson City, MO 65109</b>                                                                                                                                                                           |
| <u><b>SECRET Security Clearance Required</b></u>                                                                                     | <b>FOR MORE INFORMATION:</b><br><a href="mailto:emily.j.tonyan.mil@army.mil">emily.j.tonyan.mil@army.mil</a><br><b>(573) 638-9500 ext 37050</b><br><a href="mailto:joshua.p.wilmes.mil@army.mil">joshua.p.wilmes.mil@army.mil</a><br><b>(573) 638-9839</b> |

**WHO MAY APPLY:**

**APPLICATIONS WILL BE ACCEPTED ONLY FROM:**

- All Sources (M-Day, Technician, and AGR) who are E5-E7.

**CURRENT MILITARY GRADE REQUIREMENTS:** Qualified Missouri National Guard members in the rank of Sergeant through Sergeant First Class may apply. Max grade allowed is SFC (E-7) through duration of tour.

**DUTIES AND RESPONSIBILITIES:** Serves as the J1 MOB NCO for the Mobilization Readiness Office. Responsible for planning, coordinating, and ensuring execution of all pre-deployment requirements, including medical readiness, for deploying units and individual mobilizations. SRP coordination and management. Coordinate with the unit and Joint Force Headquarters medical team to ensure soldiers are scheduled and meet all requirements for medical examinations. DMD management and order reviewer. Other duties as assigned.

**DESIRABLE QUALIFICATIONS:**

- Excellent communications skills (verbal and written)
- Experience in a Command-and-Control environment
- Experience managing human resources functions for a multi-functional organization
- Basic understanding of mobilization medical readiness requirements
- Function at a high-level in a team setting
- Experience with Microsoft Office products

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

**TOUR CONTINUATION:** Anticipated duration is 15 September 2026 through 30 September 2026 with possibility of continuing. 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 AFT and weight standards of Army Directive 2025-06, AR 600-9, and AR 350-1. Approval of initial tour and request for tour renewal is at the discretion of the command and subject to availability of funds.

**SUPPLEMENTAL INFORMATION:** APPLICANTS MUST HAVE NO UNFAVORABLE PERSONNEL ACTIONS PENDING (FLAGGED). IAW AR 600-8-2.

## **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 or AFT within 12 months of announcement closing date.
- 4. Copy of ERB/ORB/SRB** dated within one year of announcement closing date.
- 5. Copy of MEDPROS-** Individual Medical Readiness Record displaying evidence of: Periodic Health Assessment completed within 12 months and HIV within the 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: WO1 Emily Tonyan at [emily.j.tonvan.mil@army.mil](mailto:emily.j.tonvan.mil@army.mil).

**MAILING APPLICATIONS:** Submit your application to: Submit your application to Attn: **J3-MRO, 2302 Militia Drive** Jefferson City, MO 65109

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