



MISSOURI NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



MISSOURI ARMY and/or AIR NATIONAL GUARD
HUMAN RESOURCES OFFICE - JOINT FORCE HEADQUARTERS
2302 MILITIA DRIVE
JEFFERSON CITY, MO 65101-1203

ANNOUNCEMENT NUMBER: A26-059

OPENING DATE: 30 Apr 26

CLOSING DATE: 12 May 26

- POSITION TITLE: ADMIN NCO
- MOS/AFSC: 31B
- MAXIMUM AUTHORIZED MILITARY GRADE: E6
- PARAGRAPH NUMBER: 106
- LINE NUMBER: 01

APPOINTMENT FACTORS: OFFICER: ()

WARRANT OFFICER: ()

ENLISTED: (X)

LOCATION OF POSITION:

1137 MP CO MP COMPANY, 1450 NORTH BYPASS KENNETT MO

WHO MAY APPLY:

OPEN TO ALL SOURCES E5 AND ABOVE

INSTRUCTIONS FOR APPLYING: Follow the link: <https://ftsmcs.ngb.army.mil/protected/Jobs/>. CAC login is required due to the transferal of PII (Personally Identifiable Information).

If you do not have an FTSMCS account you will be prompted to create one. Once logged in, you will see the dropdown 'Applications' available at the top left corner of the page. Click 'Applications -> ARNG-HRA -> Jobs -> Apply for a Position'. The complete application submission guide is available below in the MOGUARD link.

The documents listed **WILL** be submitted "AS A MINIMUM". Individuals must submit the following **REQUIRED documents or a memorandum explaining why item is missing or not in compliance**. Forms/examples can be found at <http://www.moguard.ngb.mil/Resources/Human-Resources-Office/>. Hyperlinks to find the correct forms are also provided in FTSMCS during the application process. **Make sure the documents have proper signatures and are dated within the guidelines below. Each document submitted must be viewable and in .PDF format ONLY. Nothing will be added to the application once the announcement has closed. Applications will only be accepted through FTSMCS.** (If you do not meet all of these requirements, your application packet will be rejected.)

1. [NGB 34-1]
2. [DA 5646]
3. [DA Form 705]- Army Fitness Test Record with most recent AFT.
4. [ERB]- Current Enlisted Record Brief, [ORB]- Current Officer Record Brief. You must submit the Selection Board Record Brief available at <https://amgg1.ngb.army.mil/SelfService/Careercenter/Home.aspx> in order to ensure your ERB/ORB is redacted IAW current policy.
5. [ASVAB SCORES]- Found on: Page 1 of DD 1966 Record of Military Processing - Armed Forces of the United States; on a REDD Report (obtained by local recruiter); on an Enlisted Record Brief (ERB); or AFCT Test Score Report (ENLISTED SOLDIERS ONLY). Line scores on supporting document(s) must be equal or greater in the specific category annotated on the job announcement or in DA PAM 611-21, or the application will be rejected.
6. [DA 2166]- Also known as NCOERs. Last three Enlisted/NCO Evaluation Reports (other performance evaluations from sister services acceptable). If the full three NCOERs are not available, applicant must submit a memorandum explaining missing NCOERs. NOTE: Applicants E5 and below who do not have all three NCOERs must have a unit member within their chain of command provide a memorandum attesting to the soldier's character of service (ENLISTED SOLDIERS ONLY).
7. [IMR Record]- Individual Medical Readiness. This form will show the PUHLES and last PHA date. The PHA date must be within last 15 months of the job announcement closing date. (Upon selecting/signing-in to <https://medpros.mods.army.mil/portal/#/>, scroll down and select "IMR RECORD"; Save and upload generated PDF document; must have all PHA and PULHES data). IAW NGR 600-5, "the IMR must be dated within the last 12 months to be valid." If the date on a submitted IMR is older than 12 months, applicants will be rejected. MEDPROS screenshots are not authorized. Submit memo for any discrepancies and/or call AGR Branch or your S1 for clarification.
8. DA FORM 5016 FROM IPPS-A
9. [DD 214 and/or NGB 22]- All DD 214 copies must have Block 24 showing Character of Service and all NGB 22 copies must have Block 10 showing Record of Service.
10. [DA 3349]- Physical Profile and MOS Medical Retention Board MMRB (ONLY IF APPLICABLE).
11. Memorandum from unit stating whether or not unfavorable actions or flags are pending, dated within 60 days of closing date.
12. Memorandum from unit annotating current security clearance, dated within 60 days of closing date.
13. Any additional documentation.

(ARMY ONLY) MILITARY OCCUPATIONAL SPECIALTY: 31B

If not currently MOS qualified, selected individual will have one year to become qualified. Individual selected for this position will be required to satisfy a stabilization period IAW current HRO guidance. Applications will be accepted from individuals who meet the prerequisites outlined in Army regulations: NGR 600-5, DA PAM 611-21, AR 135-18.

MINIMUM APPOINTMENT REQUIREMENTS:

1. DA Photos are prohibited as part of the application packet IAW current policy.

2. If a current AGR member, must not be in stabilization. Please reference Missouri AGR Handbook, 1 December 2014 (updated 15 February 2017). If an exception to policy is requested, see Appendix G. This must be routed through the AGR member's appropriate chain of command and the HRO. The waiver must be successfully routed and included in the application before the closing date.
3. Mandatory FTS training is a condition of maintaining employment.
4. Meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Must meet height and weight standards of AR 600-9. Must be medically certified as drug free and test negative for HIV in accordance with AR 40-501 and AR 600-110. Must have current MOS Medical Retention Board (MMRB) if required.
5. Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, 601-280, and AR 135-18 as applicable.
6. Must be a United States citizen to apply.
7. Must be able to complete a 3 year initial tour of active duty or FTNGD prior to the date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation as prescribed by current directives.
8. Must be able to obtain a final secret security clearance.
9. Must not be receiving any military retired pay.
10. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.
11. Not have been involuntarily released from AD or FTNGD including AGR status or resigned in lieu of adverse personnel action.
12. Be able to pass the Standard Army Fitness Test (AFT)
13. Must possess a valid state motor vehicle operator license.
14. A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 Jul 2004. A minimum OPAT score of Standing Long Jump (LJ) -0140 cm, Seated Power Throw (PT) - 0400 cm, Strength Deadlift (SD) - 0140 lbs., and Interval Aerobic Run (IR) - 0040 shuttles in Physical Demands Category in "Significant" Grey.
15. A physical demands rating of Significant (Gray)
16. A physical profile of 222221.
17. A security eligibility of SECRET is required for the initial award and to maintain the MOS.
18. Color discrimination of red/green.
19. Formal training (completion of MOS 31B course conducted under the auspices of the U.S. Army Military Police School) mandatory. All applicants for MOS 31B must be interviewed by AHRC Security Interviewer. Waivers will only be granted by DA G-1 (DAPE-MPA-RP). All Active Component service members reclassifying for MOS 31B must be interviewed by local Provost NCO (SFC or above) or Provost Marshal (CPT or above). PMO required to conduct local record check (NCIC or COPS (Centralized Operations Police Suite)) to ensure no disqualifying offenses as indicated above. All Reserve Component service members reclassifying for MOS 31B must be interviewed by a senior MP NCO (SFC or above) or MP Officer (CPT or above) in the gaining MP unit as well as a local records check. In either case, written endorsement must accompany re-enlistment contract.
20. Meets all requirements for Personnel Reliability Program (PRP) qualifications
21. Minimum age of 18 at time of entrance on active duty.
22. Must be United States citizen.
23. No information in military personnel, Provost Marshal, intelligence, or medical records that would prevent the granting of security eligibility under AR 380-67 (para 3.401.a).
24. No objection to performing security duties in the vicinity of nuclear or chemical munitions stored or staged for military use
25. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
26. No record of more than 15 days lost under section 972-10-USC.
27. No record of possession or use of any narcotic or non-narcotic drug as defined by Article 134, UCMJ and AR 600-50. (Personnel entering active duty may be granted waiver at Military Entrance Processing Station by the AHRC Security Interviewer DoD policy on cannabis use.)
28. No record of pre-trial intervention or conviction by military or civil court of the following:(a) Any offense involving force or violence.(b) Any offense listed under AR 601-210, para 4-22 (misdemeanor), or similar offense not listed for which the maximum possible sentence exceeds 4 months of confinement.(c) Two or more offenses within 5 years prior to the date of enlistment listed under AR 601-210, para 4-21 (minor non-traffic), or similar offense not listed for which the maximum possible sentence is less than 4 months confinement.(d) Three or more minor traffic offenses as listed under AR 601-210, para 4-20 (minor traffic) during the 12 months period prior to entry on active duty (does not include traffic violations considered misdemeanor or felony by virtue of fine amount per AR 601-210.(e) No pattern of behavior or actions that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority

BRIEF JOB DESCRIPTION:

Serve as the Senior Human Resources Sergeant responsible for personnel and administrative support. Serves as the subject matter expert and advisor of all personnel functions; manages, processes, reviews, and coordinates administrative tasks pertaining to personnel accountability, strength management, evaluations, awards, promotions, reductions, legal actions, and processes needed updates to Soldier electronic files.

SELECTING SUPERVISOR:

CPT CRYSTAL CECIL-SEVIER

CONTACT INFO:

Air National Guard Human Resources POC: Mr. Aaron Williamson (573-638-9500 ext. 39757)
131st Bomb Wing Remote Designee POC: TSgt Samantha Harris (DSN: 824-8909)
139th Airlift Wing Remote Designee POC: MSgt Krystalyn Coy (DSN: 356-3059)
Army National Guard Human Resources POC: Mr. Jeffery Howard (573-638-9500 ext. 37057)
AGR Branch OIC: 1st Lt Erin Rhoads (573-638-9500 ext. 39757)
AGR Branch NCOIC: SGM Trisha Katzfey (573-638-9654 ext. 39654)
AGR Branch NCO: SFC Kendra Cox (573-638-9500 ext. 37490)
AGR Branch NCO: SSG Troy Schaffer (573-638-9500 ext. 37962)
Human Resources Director: LTC Daniel J. Campbell (573-638-9642 ext. 39642)
Human Resources Deputy Director: Lt Col Stacey R. Roestel (573-638-9600 ext. 39600)

EQUAL OPPORTUNITY:

The Missouri National Guard is an Equal Employment 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.

ADDITIONAL INFORMATION:

Applications will be screened after the job closes; therefore, all documents must be current and valid as of the closing date.

Please review documents for accuracy prior to submission to HRO.

IF YOUR APPLICATION DOES NOT PROVIDE ALL OF THE INFORMATION REQUESTED ON THE FORMS AND DOCUMENTS LISTED ABOVE, YOU WILL LOSE CONSIDERATION FOR THE JOB.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

***ENLISTED POSITIONS: Applicants who hold a higher rank than the maximum rank annotated on the job announce, must accept a reduction in grade prior to be provided AGR orders, if selected. Failure to accept a reduction in grade will result in denial of entry into the AGR program or removal of consideration for job position.**

Documents can be updated and replaced up until the closing date. If you wish to upload additional documentation (Letter of Recommendation, Certifications, DA 1059's, etc.) simply upload the file under "Any additional documentation".

FTSMCS will generate responses based on the status of the job announcement. These generated responses will be sent to the email linked with your account. If selected for a position, you will receive notification from FTSMCS and later from our office.

If you have any questions on applying or eligibility please see the FAQs and guides on the MOGUARD website. If you still have questions, see the above contact information and call our office well in advance of the closing date.