



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: A26-086

OPENING DATE: 25 Jun 26

CLOSING DATE: 09 Jul 26

- POSITION TITLE: ADMIN NCO
- MOS/AFSC: 12B
- MAXIMUM AUTHORIZED MILITARY GRADE: E6
- PARAGRAPH NUMBER: 102
- LINE NUMBER: 04

APPOINTMENT FACTORS: OFFICER: ()

WARRANT OFFICER: ()

ENLISTED: (X)

LOCATION OF POSITION:

HHC 203RD ENGINEER BATTALION, 2000 WEST 32ND STREET JOPLIN MO

WHO MAY APPLY:

OPEN TO ALL SOURCES E4 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. STP: FROM IPPSA
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. DA FORM 5016 FROM IPPS-A
8. [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.
9. [DA 3349]- Physical Profile and MOS Medical Retention Board MMRB (ONLY IF APPLICABLE).
10. Memorandum from unit stating whether or not unfavorable actions or flags are pending, dated within 60 days of closing date.
11. [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.
12. Memorandum from unit annotating current security clearance, dated within 60 days of closing date.
13. Any additional documentation.

(ARMY ONLY) MILITARY OCCUPATIONAL SPECIALTY: 12B

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. Applicants with 3 or greater in PULHES must have a MOS Medical Retention Board IAW AR 600-60.
2. DA Photos are prohibited as part of the application packet IAW current policy.

3. 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.
4. Mandatory FTS training is a condition of maintaining employment.
5. 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.
6. Must be able to complete a minimum of 3 years full-time active-duty on a non-renewable one-time occasional tour.
7. Must be able to obtain a final secret security clearance.
8. Must not be receiving any military retired pay.
9. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.
10. Not have been involuntarily released from AD or FTNGD including AGR status or resigned in lieu of adverse personnel action.
11. Be able to pass the Standard Army Fitness Test (AFT)
12. A minimum OPAT score of Standing Long Jump (LJ) – 0160 cm, Seated Power Throw (PT) – 0450 cm, Strength Deadlift (SD) – 0160 lbs., and Interval Aerobic Run (IR) – 0043 shuttles in Physical Demand Category in "Heavy" (Black).
13. A minimum score of 90 in aptitude area CO in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002.
14. A physical demands rating of heavy.
15. A physical profile of 111221.
16. Formal training (completion of MOS 12B course conducted under auspices of U.S. Army Engineer School) mandatory
17. Normal color vision

BRIEF JOB DESCRIPTION:

Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations.

SELECTING SUPERVISOR:

CPT CUMBEE STEPHEN

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.