



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: A21-111

OPENING DATE: 28 Apr 21

CLOSING DATE: 12 Jun 21

- POSITION TITLE: ADMIN NCO
- MOS/AFSC: 68W
- MAXIMUM AUTHORIZED MILITARY GRADE: E5
- PARAGRAPH NUMBER: 106
- LINE NUMBER: 04

APPOINTMENT FACTORS: OFFICER: ()

WARRANT OFFICER: ()

ENLISTED: (X)

LOCATION OF POSITION:

206TH MEDICAL COMPANY, 1400 NORTH FREMONT AVENUE SPRINGFIELD MO 65802

WHO MAY APPLY:

OPEN TO ALL SOURCES E4 AND ABOVE WHOM WILL BE ABLE TO BECOME 68W

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.com/current-job-listings/>. 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 Physical Fitness Record with most recent APFT. All current valid passing APFT Scores remain valid. The Soldier's last record APFT remains valid until further notice IAW current policy (HQDA EXORD 164-20 FRAGO 1)."
4. . [ERB]- Current Enlisted Record Brief, [ORB]- Current Officer Record Brief. You must submit the Selection Board Record Brief available at <https://arngg1.ngb.army.mil/SelfService/Careercenter/Home.aspx> in order to ensure your ERB/ORB is redacted IAW current policy"
5. [DD 1966]- Record of Military Processing - Armed Forces of the United States. Most recent ASVAB test scores on page 1 of DD 1966 series or a local recruiter can print out a REDD Report with ASVAB scores. These are the only two documents used to validate scores (ENLISTED SOLDIERS ONLY).
6. [DA 2166]- Also known as NCOERs. Last three Enlisted/NCO Evaluation Reports. 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 67]- Also known as OERs. Last three Officer Evaluation Reports. If the full three OERs are not available, applicant must submit a memorandum explaining missing OERs (OFFICER SOLDIERS ONLY).
8. [NGB 23 or NGB 23A]- Most recent Army National Guard Annual Statement also known as Retirement Point Summary and/or a Statement of Service.
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. [IMR Record]- Individual Medical Readiness. This form will show last PHA date, this date must be within last 12 months of closing date of job announcement.
12. Memorandum from unit stating whether or not unfavorable actions or flags are pending, dated within 60 days of closing date.
13. Memorandum from unit annotating current security clearance, dated within 60 days of closing date.
14. Memorandum from over-grade applicant stating that they will voluntarily take a reduction in rank if selected for the position (ONLY IF APPLICABLE).
15. Memorandum certifying they have notified their immediate supervisor of their intention to apply for this AGR vacancy (AGR OR TECH MISSOURI NATIONAL GUARD ONLY).
16. [DD 369]- Police Record Check. Section I, Blocks 2 through 9 must be complete (Do not complete block 10) and Section II, Block 11 must be signed (RECRUITING AND RETENTION POSITIONS ONLY).
17. [DA 7424]- Sensitive Duty Assignment Eligibility Questionnaire. Must be completed and signed by Soldier In blocks 5 and 6 and Commander in blocks 7, 8 and 9 (RECRUITING AND RETENTION POSITIONS ONLY).
18. Any additional documentation.

(ARMY ONLY) MILITARY OCCUPATIONAL SPECIALTY: 68W

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. A physical demands rating of Significant (Gray)
 2. A physical profile of 111121.
 3. No aversion to blood.
 4. Must possess finger dexterity in both hands.
 5. A minimum score of 105 in aptitude area ST and 110 in aptitude area GT in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 102 in aptitude area ST and 110 in aptitude area GT on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 101 in aptitude area ST and 107 in aptitude area GT on ASVAB tests administered on and after 1 July 2004.
 6. 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 Demand Category in “Significant” (Gray).
 7. HAVE A HIGH SCHOOL DIPLOMA OR GED EQUIVALENCY
 8. No history of alcoholism, drug addiction, indiscriminate use of habit-forming or dangerous drugs.
 9. Must maintain a current, valid, unrestricted National Registry Emergency Medical Technician – Basic Certification to retain MOS 68W (SFC(P)s and MSGs are exempt from this requirement).
 10. No history of a felony conviction.
 11. A security eligibility of SECRET.
 12. No history of conviction of crimes involving: An out of hospital patient or a patient or resident of a medical care facility. Financial exploitation of a person entrusted to a care of the applicant. Any weapons/ammunition/explosives/arsenals charges. Any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics. Violence against persons or property. Sexual misconduct.
 13. 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.
 14. The following qualifications must be met at the time of application:
 15. Must be able to obtain a final secret security clearance.
 16. Be able to pass the Standard Army Physical Fitness Test (APFT).
 17. Must not be receiving any military retired pay.
 18. 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.
 19. Not have been involuntarily released from AD or FTNGD including AGR status or resigned in lieu of adverse personnel action.
 20. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.
 21. Must be a United States citizen to apply.
 22. Applicants with 3 or greater in PULHES must have a MOS Medical Retention Board IAW AR 600-60.
 23. 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.
 24. DA Photos are prohibited as part of the application packet IAW current policy.
-

BRIEF JOB DESCRIPTION:

Performs duties of and supervises the functions of the preceding skill levels. Supervises specific human resources functions in a personnel office; advises supervisor on Soldiers, personnel readiness, and strength levels of supported reporting units; reviews consolidated reports, statistics, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel; reviews and prepares correspondence, messages, orders, reports, and forms. Performs other duties as assigned. (THIS IS A ONE TIME OCCASIONAL TOUR)

SELECTING SUPERVISOR:

MAJ SCHMITZ JOSEPH

CONTACT INFO:

Air National Guard Human Resources POC: Ms. Amelia Cruz (573-638-9500 ext. 37498)
131st Bomb Wing Remote Designee POC: MSgt Rayna Scott (DSN: 824-8186)
139th Airlift Wing Remote Designee POC: TSgt Jordan Rumpf (DSN: 356-3059)
Army National Guard Human Resources POC: Mr. Jeffery Howard (573-638-9500 ext. 37057)
AGR Branch NCOIC: 1SG Joshua Ladyman
AGR Branch NCO: SFC Cindy Schillers
AGR Branch NCO: SSG Aaron Williamson
AGR Branch Technician: SPC Nicole Dewey
Human Resources Director: Mr. Rodney Ginter
Human Resources Deputy Director: Ms. Theresa Wagner

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. 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.