



MISSOURI NATIONAL GUARD
JOINT FORCE HEADQUARTERS
IKE SKELTON TRAINING SITE
2302 MILITIA DRIVE
JEFFERSON CITY, MISSOURI 65101-1203

S: 23 May 25
S: 1 Feb 26

NGMO-PER-AB (600-8-19D)

21 April 2025

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Statewide Vacancy Announcement (**SWVA #25-0408**)

1. The current EPS list has been exhausted, and the following position is open statewide for best select interviews:

- a. Unit Name / UIC: HHD, 229TH MEDICAL BATTALION / WPSZAA
- b. MOS / Duty Title: 68Q / Pharmacy Non-commissioned Officer (NCO)
- c. Position # / Grade: 03058713 / E-7
- d. Location: FULTON, MO

2. Applicability:

a. Current ARNG Soldiers in grades E-5 through E-7 in any MOS, and E-7 Active Army and USAR Soldiers who currently hold the 68Q MOS.

b. MOS specific duties and qualification requirements are listed in the enclosed. Reference DA PAM 611-21, Chapter 10-68Q.

3. Instructions:

a. Interested, qualified candidates are encouraged to apply by the first packet submittal suspense of **23 May 25** to be considered for the initial interview process, or until this announcement has been removed from the Missouri Army National Guard website listing.

b. Thereafter, if no selection is made, Commanders may conduct additional interviews at their discretion until **1 Feb 26**, or a selection is made.

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c. Soldiers will submit completed applications and all other required documentation to SGM Trisha M. Katzfey at trisha.m.katzfey.mil@army.mil. Reference the SWVA number located in the above subject line on all documents.

4. Soldiers holding a Select Reserve Incentive Program bonus are recommended to consult with the Education & Incentives office to determine compatibility.

5. All units will post this announcement on their unit bulletin board and in their monthly newsletter until this announcement is removed from the Missouri Army National Guard website listing. For additional information, see the Memorandum of Instruction (MOI) for the 2025 Enlisted Promotion System (EPS), dated 6 June 2024.

FOR THE MILPO:

TABITHA D. OSIER
MAJ, MS, MOARNG
Chief, Military Personnel Services Division

**10-68Q. MOS 68Q--Pharmacy Specialist, CMF 68
(Army Civilian Acquired Skills Program (ACASP) designated MOS)**

a. *Major duties.* The pharmacy specialist prepares, controls and issues pharmaceutical products under the supervision of a pharmacist or physician and supervises pharmacy activities. MOS 68Q personnel require finger dexterity in both hands. Duties for MOS 68Q at each level are:

(1) *MOSC 68Q10.* Prepares, controls and issues pharmaceutical products. Prescription handling and dispensing: Under close supervision, manually or using a computerized system, receives, interprets, compounds, fills, labels, issues, files prescriptions, bulk drugs, sterile products, and/or unit dose orders. Evaluates orders to verify proper dosage, dosage regimens, and quantity to be dispensed. Checks for completeness and correctness and for common interactions, incompatibilities and availability. Refers questionable orders or questions on basic formulation to supervisor for clarification. Reduces or enlarges formulas, as required. Calculates and annotates proper dosage. Evaluates completed orders to ensure integrity of final product. Provides information regarding availability, strength and composition of medications to physicians or pharmacists. Verifies patient eligibility for receipt of medication. Provides instructions to patients regarding medication consumption and side effects. Performs quality control checks on medications. Issues medication to patients, wards, clinics and other agencies. Supply, administration and maintenance: Assigns and records prescription numbers. Delivers unit dose, sterile products, bulk drugs and controlled drug orders. Prepares prescription labels and affixes auxiliary labels. Maintains signature cards and prescription files. Prepares and maintains files of controlled substances stock cards, records, and work units. Maintains master formula records, batch sheets, and patient medication record. Maintains pharmacy reference files and publication library. Prepares and files pharmaceutical reports. Prepare requisitions for supplies and receives, packs, unpacks, stores, safeguards, and accounts for inventories. Controls and issues pharmaceutical and pharmacy supplies. Inspects, calibrates, operates and performs preventive maintenance on common pharmaceutical compound and packaging equipment. Cleans and disinfects pharmacy equipment, and work areas. Packs, unpacks, loads and unloads equipment and assists in setting up unit equipment.

(2) *MOSC 68Q20.* Prepares duties shown in preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of these duties. Prepares, controls and issues pharmaceutical products to include chemotherapeutics. Evaluates sterile products and orders to include calculations, identification of drug interactions, and drug compatibilities. Maintain pharmacy system database.

(3) *MOSC 68Q30.* Perform duties shown in preceding level of skill. Assists with or supervises pharmacy operations. Prescription handling and dispensing: Refers questionable drug orders or questions on basic formulation to appropriate professional for clarification. Prepares master formula cards and drug control ledgers. Reviews and updates compounding formula reference file. Supervise requisitioning of standard and nonstandard supplies. Establishes and maintains stock levels. Researches and interprets pharmaceutical supply catalogs. Disposes of unserviceable and outdated pharmaceuticals. Organizes work schedules, assigns duties and instructs subordinates in work techniques, procedures, and evaluates pharmacy operations. Establishes work priorities and distributes work load. Inspects pharmacy area to ensure orderly, clean and safe environment. Supervises operational maintenance program of pharmacy equipment. Prepares and conducts training programs. Evaluates personnel performance, counsels personnel and prepares evaluation reports. Prepares and updates pharmacy Standard Operating Procedure (SOP).

(4) *MOSC 68Q40.* Supervise pharmacy operations. Performs duties shown in preceding level of skill. Ensures compliance with quality control methods and procedures. Assists in compiling information for Pharmacy and Therapeutics Committee Meetings. Assists in revision and update of hospital formulary or drug list. Reviews work schedules. Establishes, reviews, evaluates and makes necessary revisions to training programs. Ensures compliance with Army and Federal rules, laws and regulations relative to pharmacy operations. Directs and supervises supply inventories. Reviews established stock levels to ensure compliance with command guidance. Reviews requisitions for standard and nonstandard items and emergency medications. Reviews, consolidates and prepares technical, personnel, and administrative reports. Assists pharmacist in personnel matters. Prepares manpower survey reports. Coordinates pharmacy and personnel matters pertaining to pharmacy with other elements of medical treatment facility. Reviews operations to ensure compliance with Joint Commission standards.

(5) *MOSC 68Q50.* Supervises pharmacy activities within the U.S. Army Medical Center of Excellence (MEDCoE). Performs duties shown in preceding level of skill. Assists in establishment and

operation of formal training programs for specialized areas. Ensures compliance with quality control standards for doctrinal material in formal training programs. Compiles information for Pharmacy and Therapeutic Committee Meeting.

b. *Physical demands rating and qualifications for initial award of MOS.* (Qualifications in subparagraphs (5) and (6) below are required for retention of MOS. Pharmacy specialists must possess the following qualifications:

- (1) A physical demands rating of Moderate (Gold).
 - (2) A physical profile of 222221.
 - (3) Normal color vision.
 - (4) Per AR 600-8-19, promotion to MSG and SGM requires an interim eligibility clearance or higher.
 - (5) Must possess finger dexterity in both hands.
 - (6) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area ST.
 - (b) A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).
 - (7) Must have a minimum of one year of high school algebra and chemistry or biology or one semester of college algebra and chemistry or biology with a final grade of “C” or higher. High school or college transcript required.
 - (8) No history of a felony conviction.
 - (9) No history of conviction of crimes involving:
 - (a) An out of hospital patient or a patient or resident of a medical care facility.
 - (b) Financial exploitation of a person entrusted to a care of the applicant.
 - (c) Any weapons/ammunition/explosives/arson charges.
 - (d) Any drug activity involving illegal possession, buying, selling or distribution (dealing) of controlled substances or synthetics.
 - (e) Violence against persons, animals or property.
 - (f) Sexual misconduct.
 - (10) Formal training (completion of MOS 68Q course conducted under the auspices of the Medical Education Training Campus (METC) mandatory or meet the ACASP criteria per paragraph 9-5b(7)(b) of this pamphlet and in paragraphs (a) thru (d) below.
 - (a) Have successfully completed a Pharmacy Technician training program accredited by the American Society of Health-System Pharmacists (ASHP) and have 1 year experience (including 3 months of sterile preparation experience) as a pharmacy technician. The training program must have a minimum of 600 hours and extend over a 15 week period or longer. Passing the Pharmacy Technician Certification Board (PTCB) exam is not an acceptable substitution for completing an ASHP accredited training program.
 - (b) If employed as a pharmacy technician in a state that requires registration/licensure or certification, possess such a current license or certificate to practice pharmacy.
 - (c) Proficiency training must be performed under supervision of a Pharmacy officer (AOC 67E) or an NCO qualified in MOSC 68Q30 or higher at initial duty assignment.
 - (d) Must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, depressant or stimulant drugs or substances, or any other federally scheduled controlled Substances.
 - (11) All prior MOS 68Q Soldiers serving in another MOS reclassifying back into MOS 68Q, will be reviewed for validation of skills, by the proponent, during the reclassification process.
- c. *Additional skill identifiers.* (Note: Refer to table 12-8 (Listing of universal ASI's associated with all MOS). Q6--Protection Cell Operations (skill level 4 through 6 for personnel only) (Effective 202410).
- d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:
- (1) *Table 10-68Q-1.* Physical requirements.
 - (2) *Table 10-68Q-2.* Standards of grade TOE/MTOE.
 - (3) *Table 10-68Q-3.* Standards of grade TDA.