



MISSOURI NATIONAL GUARD
JOINT FORCE HEADQUARTERS
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JEFFERSON CITY, MISSOURI 65101-1203

S: 25 Jul 25
S: 1 Feb 26

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

23 June 2025

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Statewide Vacancy Announcement (**SWVA #25-0475**)

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

- a. Unit Name / UIC: HSC, 110TH MANEUVER ENHANCEMENT BRIGADE / WX7KAA
- b. MOS / Duty Title: 38B / Civil Affairs (CA) Sergeant
- c. Position # / Grade: 03129565 / E-7
- d. Location: KANSAS CITY, 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 38B MOS.

b. MOS specific duties and qualification requirements are listed in the enclosed. Reference DA PAM 611-21, Chapter 10-38B.

3. Instructions:

a. Interested, qualified candidates are encouraged to apply by the first packet submittal suspense of **25 Jul 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 MSG Cassie R. Jones at cassie.r.jones2.mil@army.mil or SSG Patrick M. Mathews at patrick.m.mathews4.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

10-38B. MOS 38B--Civil Affairs Specialist (CA Specialist) (USAR Only), CMF 38 (Eff 202410)

a. *Major duties.* Civil Affairs (CA) Specialists are trained and equipped to engage and influence unified action partners, indigenous populations, and institutions. Establishes and conducts military government operations, and provides civil considerations expertise through the planning and execution of Civil Affairs Operations (CAO) to enable Civil Military Operations (CMO). Duties of MOS 38B at each level of skill are:

(1) *MOSC 38B10.* Gathers data for and produces geospatial representation of the Civil Component of the Operational Environment. Assists in the conduct of planned CAO assessments which can include literature and document review, visual observation, and interaction with local populace. Maintains and operates various voice and data communication systems, automated data processing equipment and various computer programs.

(2) *MOSC 38B20.* Performs and supervises duties of the preceding skill level. Coordinates resources required to support Civil Affairs Teams (CATs). Coordinates with Unified Action Partners, and conducts planned CAO assessments, and Key Leader Engagements (KLEs) to gather civil information and produce a depiction of the human terrain.

(3) *MOSC 38B30.* Performs and supervises duties of the preceding skill levels. Provides Civil Affairs support, language, and regional expertise as part of a CAT and identifies protection considerations for that team. Coordinates and assists with planned CAO assessments and conducts trend analysis on civil information, develops plans for dislocated civilian operations, determines civil vulnerabilities and develops CA operations measures of effectiveness. Integrates directly with supported organizations to identify requirements for CAO as part of the Military Decision-Making Process (MDMP).

(4) *MOSC 38B40.* The CA Team Sergeant is the master trainer of a four-person CAT responsible for ensuring the team is proficient in individual and collective critical tasks. The CA Team Sergeant is overall responsible for providing tactical and technical guidance and professional support to subordinates in accomplishing their duties. The CA Team Sergeant is the principal advisor to the leadership in the tactical employment of the CAT in their assigned environment by utilizing proven tactics, techniques, and procedures to conduct civil affairs operations in support of consolidating gains across the competition continuum.

(5) *MOSC 38B50.*

MSG: Supervises the processing of operations and civil knowledge in a CA company or higher-level unit. Provides tactical and technical guidance to subordinates and professional support to both subordinates and superiors in accomplishment of their duties. Plans, coordinates, and supervises activities pertaining to organization, training, and operations. Develops and reviews tactical plans and training materials. Coordinates implementation of operations, training programs.

1SG: Serves as Senior Enlisted Advisor to the Company Commander. Responsible for maintaining and enforcing standards, ensuring training objectives are met, developing the Soldiers in the unit, all administrative functions, and ensuring the health, welfare, and morale of the unit and their families. Responsible for Enlisted manning and talent management; Leader professional development; NCO Common Core Competencies. Provides tactical and technical guidance to subordinates and professional support to both subordinates and superiors in accomplishment of their duties. Plans, coordinates, and supervises activities pertaining to administration, training, and logistics for the company. Supervises implementation of operations and training programs.

(6) *MOSC 38B60.*

SGM: Serves as principal noncommissioned officer in a Civil Affairs battalion or higher to the staff and Operations Officer. Leverages experience to supervise the processing of operations. Provides tactical and technical guidance to subordinates and professional support to both subordinates and superiors in accomplishment of their duties. Plans, coordinates, and supervises activities pertaining to organization, training, and operations. Develops and reviews tactical plans and training materials at the battalion and higher level. Coordinates implementation of operations and training programs. The SGM is a subject matter expert in their field, primary advisor on policy development, analytical reviewer of regulatory guidance and often fulfills the duties of the CSM in the incumbent's absence.

CSM: Serves as Command Senior Enlisted Advisor to the Commander (Battalion and higher-level unit) on all enlisted issues and is primarily focused on the training, maintaining, caring, and leading of the unit's Soldiers, facilities, and equipment. Assists the Commander in the implementation of command policies and establishes and enforces standards related to the appearance and conduct of all Soldiers within the command. Develops and executes NCO Professional Development Programs within

the command and advises/counsels Soldiers on issues related to training, education, and professional development. Responsible for the unit's individual skills training program for all CMFs. (Battalion and higher-level unit).

b. *Physical demands rating and qualification for initial award of MOS.* CA Specialist must possess the following qualifications:

- (1) A physical demands rating of Significant (Gray).
- (2) A physical profile of 111221.
- (3) Qualifying scores.
 - (a) A minimum score of 107 in aptitude area GT.
 - (b) A minimum OPAT score of 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 "Significant" (Gray).
- (4) A minimum security eligibility of SECRET is required for the initial award and to maintain the MOS.
- (5) A U.S. citizen or naturalized citizen.
- (6) High school graduate or GED certificate.
- (7) Not barred to reenlist IAW AR 601-280, or under suspension of favorable personnel action IAW AR 600-8-2.
- (8) No history of a qualifying military or civilian conviction of a crime of domestic violence, as defined by AR 600-20, Army Command Policy, paragraph 4-22.
- (9) No history of any use of an illicit substance following the Soldier's date of initial entry into military service.
- (10) No history of any use of a controlled substance without a valid prescription following the Soldier's date of initial entry into military service.
- (11) No history of a military or civilian charge for Driving Under the Influence or Reckless Driving.
- (12) No history of any other open military or civilian administrative or criminal investigation, charge, or indictment on the Soldier.
- (13) Reclassification.
 - (a). Reserve Component Soldiers Additional Qualifications: USAR Soldiers reclassifying into MOS 38B are restricted to the rank of SSG and below and must meet the prerequisites IAW AR 614-200. Award of MOS 38B to USAR Soldiers in the ranks of SSG(P) or SFC is authorized only with written approval of the Civil Affairs Proponent, U.S. Army Special Operations Center of Excellence (AOJK-CA).
 - (b). Formal Training: USAR initial entry Soldiers must complete Basic Combat Training and Civil Affairs Specialist MOS 38B Advanced Individual Training (AIT) Course conducted under the auspices of the USAJFKSWCS. USAR Soldiers reclassifying into MOS 38B must complete the Civil Affairs Specialist Military Occupational Specialty – Transition (MOS-T) 38B Reclassification Course conducted by one of the Army Reserve CA/PO TASS Battalions or courses conducted under the auspices of the USAJFKSWCS.

c. *Additional skill identifiers:* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with all enlisted MOS)).

- (1) 6B--Reconnaissance and Surveillance Leaders Course (personnel only).
 - (2) L8--Joint Operational Fires and Effects (JOFE) (skill level 4 only; personnel and positions).
- (Effective 202610)

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

- (1) *Table 10-38B-1.* Physical requirements.
- (2) *Table 10-38B-2.* Standards of grade TOE/MTOE.
- (3) *Table 10-38B-3.* Standards of grade TDA.