



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

S: 20 Feb 26

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

23 January 2026

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Statewide Vacancy Announcement (**SWVA #26-0038**)

1. The current EPS list has been exhausted and the following position is open statewide for best select interviews:
 - a. Unit Name / UIC: ARNG STAFF ELEMENT, JOINT FORCE HEADQUARTERS-MISSOURI / W8AJAA
 - b. MOS / Duty Title: 00F38 / Instructor
 - c. Position # / Grade: 06908597 / E-6
 - d. Location: FORT LEONARD WOOD, MO
2. Applicability: MOS specific duties and qualification requirements are listed in the enclosed document.
3. Interested, qualified candidates may apply by emailing a completed application and all other required documentation to 1SG Annette Weber at annette.r.weber3.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 2026 Enlisted Promotion System (EPS), dated 1 May 2025.

FOR THE MILPO:

Encl

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

MISSOURI NATIONAL GUARD VACANCY ANNOUNCEMENT

Opening Date: 23 January 2026

Closing Date: 20 February 2026

Position: Instructor

Grade: E-6/SSG

DMOS: 00F38 (91B or 91D)

Para/Lin: 230A-05

UIC: W8AJAA / Attached to W7XSAA (RTSM)

Location: Missouri Regional Training Site-Maintenance (RTS-M), 12249 W. 20th Street, BLDG 1270, FT Leonard Wood, MO 65473

APPOINTMENT FACTORS: The vacancy is a **TRADITIONAL GUARD** position.

M-DAY APPLICANTS MUST:

1. Meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Meet height and weight standards of AR 600-9.
2. Must be able to pass the Standard Army Fitness Test (AFT).
3. Have a minimum of 3 years' time remaining in service upon arrival at assignment or agree to reenlist or extend to meet the requirement IAW NGR 600-200, 2-23(d).

Minimum Military Grade: SGT(P) / E-5

Maximum Military Grade: SSG / E-6

WHO MAY APPLY: All qualified Missouri Guard members and those eligible for transfer into the Missouri Army National Guard in the rank of Sergeant Promotable or Staff Sergeant. Soldiers must already possess the maintenance MOS 91B Wheeled Vehicle Mechanic or 91D Power Generation Equipment Repairer or be a qualified Additional Skill Identifier (ASI) H8 Wheeled Vehicle Recovery Operator for a minimum of one year and have held a leadership assignment.

MAJOR DUTIES: Serves as a RTS-M Instructor/Writer; uses approved TRADOC programs of instruction (POI) providing technical training and guidance for AC, USAR and ARNG Soldiers; facilitates instruction of, at a minimum, one of the following courses with the purpose of awarding course completion: Military Occupational Specialty 91B and/or 91D, Advanced Leader Course 91B and/or 91D, Additional Skill Identifier H8; maintains, assists in the revision of, and updates to course material; conducts remedial training, examinations, and evaluations; provides mentorship, supervision and the responsibility of the health and welfare of Soldiers; ensures accountability and positive control of test materials protecting the integrity of examinations; serves as a SME for certification boards; maintains accountability of computers, tools, courseware, training aids and equipment; performs additional duties as assigned.

PHYSICAL DEMANDS AND QUALIFICATIONS:

- (1) Possess mature judgment and initiative
- (2) Have no speech impediment
- (3) Display good military bearing
- (4) Be fully qualified in Ordnance Maintenance MOS 91B or 91D or be qualified ASI H8 with at least one year experience in that MOS (documented ERB, DD214 or NCOER).
- (5) Demonstrate the ability to be an instructor
- (6) Must display high moral character as determined by the following criteria:
 - (a) No pattern of undesirable behavior as evidenced by civil and military records
 - (b) No record of convictions by court martial
 - (c) No record of civilian conviction within the last two years other than minor traffic offenses
- (7) Must be able to meet TRADOC accreditation standards which are:
 - (a) Be certified by proponent
 - (b) Graduate of course being instructed, DA Form 1059
 - (c) Complete Common Faculty Development - Instructor Course (CFD-IC), MOS certification board and be awarded Special Qualification Identifier (SQI) 8 within 12 months.
 - (d) Meet physical standards of the vacancy specific MOS. See DA Pam 611-2, [Group: Smartbook DA PAM 611-21 |milBook Home \(milsuite.mil\)](#). Instructors with profiles must have authorization to maintain the applicable MOS. Exceptions must be verified by an approved waiver.
 - (e) Must have a valid driver's license
 - (f) One year experience in a leadership position in the MOS is preferred
 - (g) Deployment experience is preferred but not required

HOW TO APPLY: Soldiers' application packet should consist of the following required items:

1. Copy of DA Form 705 (Army Fitness Test Score Card) with last two tests, with a passing score within the past 12 months or last passing ACFT if no AFT. Applicant must provide a MFR explaining why no AFT.
2. Copy of DA Form 5500-R or 5501-R, Body Fat Worksheet (Or height weight memorandum from the unit if SM meets table weight) prepared and approved within the last 30 days.
3. Copy of current (up-to-date and validated) ERB (Enlisted Record Brief, including ASVAB scores)
4. Individual Medical Readiness (IMR) Report with current PHA (If PULHES not 1s, submit a copy of the profile, DA Form 3349 (Physical Profile) if applicable.
5. Copies of last three (3) NCOERS and/or a statement by unit commander as to member's character of service (if three NCOERS are not applicable).

6. NGB Form 23 (RPAS Statement) with copies of all DD Form 214 and NGB Form 22
7. DA Form 1059 (Service School Academic Evaluation Report) for all MOS, ASI, SQI and NCOPDS attended in relation to the vacancy.
8. Security Clearance Verification Memorandum from unit annotating current clearance and date.
9. Cover letter addressing your reasons for transfer to this position, to include contact phone and email information.
10. Letters of recommendation are suggested but not required.

CAUTION: ONLY complete packets will be considered for interview. If your packet does not provide all the information requested on the forms and documents listed above, you will not be considered for the job and not be interviewed.

FORWARD COMPLETED PACKETS TO:

Regional Training Site-Maintenance,
ATTN: Applicant Submission,
12249 W. 20th Street, BLDG 1270,
Ft. Leonard Wood, MO 65473

Or, scan packets to: annette.r.weber3.mil@army.mil

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.

THIS ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS

For more information, call MSG Marty J. Evers at 573-329-9065 or email at marty.j.evers.mil@army.mil.