



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

S: 1 May 26
S: 31 Jan 27

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

25 March 2026

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Statewide Vacancy Announcement (**SWVA #26-0415**)

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: 51C / ASST CONTRACTING NCO
- c. Position # / Grade: 06908613 / E-6
- d. Location: Jefferson City, MO

2. Applicability:

- a. Current ARNG Soldiers in grades E-4 through E-6 in any MOS, and E-6 Active Army and USAR Soldiers who currently hold the 51C MOS.
- b. MOS specific duties and qualification requirements are listed in the enclosed. Reference DA PAM 611-21, Chapter 10-51C.

3. Instructions:

- a. Interested, qualified candidates are encouraged to apply by the first packet submittal suspense of **1 May 26** to be considered for the initial interview process, or until this announcement has been removed from the Missouri Army National Guard website listing. Any questions regarding the vacancy must be directed to the senior command HR professional(s) for the position: SSG Keaishia B. Resa at keaishia.b.resa.mil@army.mil.
- b. Thereafter, if no selection is made, Commanders may conduct additional interviews at their discretion until **31 Jan 27**, or a selection is made.

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c. Soldiers will submit applications and all other required documentation to the Enlisted Actions Branch (J-1) group mailbox: ng.mo.moarng.mbx.enlisted-actions-branch@army.mil. Reference the SWVA number (26-0415) 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 DIRECTOR OF MANPOWER AND PERSONNEL:



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

10-51C. MOS 51C- Contracting Noncommissioned Officer (NCO), CMF 51

a. Major duties. Perform theater contracting support situational training; manage theater contracting support; coordinate theater contracting support; prepare Contracting Detachment (CONDET) for deployment; assist with the administration of contracting support integration plans (annex W); prepare for contracting deployment; review requirements packages; conduct contract solicitation process; perform contract administration and management; conduct contract administration services (CAS); complete contract close outs; establish a regional contracting office/center (RCO/RCC); serves as a Division and/or Corps-level liaison staff NCO for a Contracting Battalion (CBn) and/or Contracting Support Brigade (CSB), instrumental in performing all three functions of effective Operational Contract Support (OCS) per ATP 4-10 (i.e., Contract Support Integration, Contracting Support, and Contractor Management); performs all aforementioned duties throughout all phases of unified land operations and joint operations. General duties for NCOs in MOS 51C at each skill level are:

(1) *MOSC 51C2*. (Personnel Only). Skill level used to identify NCOs accessed into MOS 51C (Non-prior Service (NPS) and In-Service (IS)) after MOS qualification training, but during the month after training prior to obtaining automatic promotion to the rank of SSG. Promotion occurs on the first day of the month after successful completion of the MOS 51C qualification course either via the Army Acquisition Center of Excellence, or in the case of many USAR and ARNG NCOs an appropriate contracting course of study via the Defense Acquisition University (DAU), as defined by the Army Director of Acquisition Career Management (DACM). The DAU track is not appropriate for active-duty NCOs (see paragraph b, "*Physical demands rating and qualifications for initial award of MOS*").

(2) *MOSC 51C3*. 51C SSGs perform all the traditional duties expected of any SSG in the Army (e.g., assist in preparation of an operation order, use the military problem-solving process, and assist in the military decision-making process). SSGs also assist, 51C sergeants first class (SFCs) in their conduct of duties. In units in which a personnel shortage exist, workload is over personnel capacity, and/or the SSG is very experienced and competent, a SSG may assume some or all of the duties of a SFC. SSGs may be eligible to serve as warranted contracting officers (able to obligate the U.S. Government) depending on current unit, command, and Army policies. They serve as contracting NCOs in a CONDET, CBn, or CSB, as well as various table of distribution and allowances (TDA)/generating force organizations. In CBns and CSBs, they can be found in the Operations Section or the Contract Administration Services section. Dependent on their experience and competence level, 51C SSGs assist or are responsible for:

(a) establishing a contracting work center (RCO/RCC);
(b) soliciting contract actions.
(c) processing/executing purchase orders;
(d) performing contract administration and management (e.g., conduct contract award orientations; notify unsuccessful offerors; post contract award synopsis; process contract protests; exercise contract option; monitor contract performance/quality assurance; process contract documents for payment; modify contracts, process unauthorized commitments; train and manage contracting officer representatives; terminate contracts; process claims);

(e) perform specific tasks related to CAS (e.g., administer contract-related property requirements, terms, and conditions; provide property management system analysis; administer use of government sources by contractors; administer quality assurance; perform audit services; monitor subcontract management; manage Logistics Civil Augmentation Program [better known as LOGCAP] government property).

(f) processing/executing orders through the General Services Administration (i.e., GSA);

(g) serving as curators of contract files (paper and electronic);

(h) prepare for individual deployment,

(i) administer a contract support integration plan; and

(j) review a contract requirement package.

(3) *MOSC 51C4*. SFCs generally serve in: CONDETs as NCOICs on mobile teams or Contracting Support NCO; CBn as an Operations NCO; CSBs Contracting Support NCOIC, Theater Contracting Support NCO, Operations NCO, and Support Operations NCO; and other TDA and generating force assignments. 51C SFCs perform all the traditional duties expected of any SFC in the Army. In addition, the SFC is tasked to:

(a) provide general contracting advice and assistance to operational commander;

(b) provide technical advice and assistance to supported units;

(c) assist with leading, deploying, and executing orders, contingency plans, and deliberate plans for contingencies and military operations;

(d) manage operations and requirements generation support for deployed/exercising joint task forces;

(e) assist with the development, revision and maintenance for all operational databases and plans for deployable contingency contracting computer hardware/software;

(f) assist with development of procedures that best support the supported unit/organization's needs with the main intent to familiarize supported unit/organizations with the location, mission, and procedures to expedite supply, services, and construction contracts;

(g) manages the execution and administration/revision of contracting support plans, annexes, and appendices in support of operational, contingency and deliberate plans associated with the supported area of responsibility (AOR);

(h) manage pre and post-award contract actions;

(i) execute other contracting support tasks as assigned;

(j) assists in preparing CONDET for deployment; and

(k) assists in deploying and redeploying CONDET.

(4) *MOSC 51C5*. MSGs serve as detachment sergeants on CONDETs organic to the CBn and provide FCEs in the affected AO per METT-TC; MSG serve as Operations NCOIC and Support Operations NCOIC in CSBs. 51C MSGs can also be found in other TDA and generating force assignments. This stated, MSGs generally conduct their duties at the detachment and brigade level. In addition to the duties of the SSG and SFC, MSGs are tasked to:

(a) coordinate/identify commander's intent and mission-critical points with supporting units;

(b) determine levels of support required that may be provided by the supported units;

(c) report projected requirements for sustainment of missions to the supported units;

(d) provide pre-award theater contracting oversight; and

(e) provide post-award theater contracting oversight.

(5) *MOSC 51C6*. SGMs/CSMs are expected to be masters of all the previously listed tasks/duties at lower skill levels. The small size of contracting units presents a somewhat non-traditional role at skill level 6; the SGM/CSM in MOS 51C is expected to perform a substantive amount functional contracting in order to stay relevant and to train/mentor his/her NCOs in this highly technical MOS. All SGM/CSM serve as the senior enlisted advisor to the CBn/CSB commander or primary staff LTC/COL in TDA units (dependent on the SGM's/CSM's professional development proficiency code). The SGM/CSM performs all tasks to ensure the health and welfare of Soldiers in his/her assigned unit/command. The SGM/CSM assigned to a CBn/CSB ensures a high level of readiness and training proficiency within her/his unit. In the CBn, the SGM serves as the primary enlisted contracting and business advisor to the commander in support of division-level operational commands. The CSM serves as the primary enlisted contracting and business advisor to the CSB commander in support of Corps, Army Service Component Commands, and/or Sub-unified Commands. The SGM/CSM mentors subordinate 51C NCOs on leadership, contracting, general acquisition, and general Soldier skills.

b. *Physical demands rating and qualifications for initial award of MOS*. Contracting NCO must possess the following qualifications:

(1) Must be eligible for reclassification per AR 614-200 (Enlisted Assignments and Utilization Management).

(2) Soldiers being accessed into MOS 51C must be SGT or SGT (P) thru SSG with less than 10 years of Active Federal Service in any Career Management Field (CMF) at the time of submission for reclassification. Rank and time in service restrictions are only waivable by the DACM. SGTs do not have to be promotable, but they must meet qualifications for promotion to the next higher rank including NCOES training and minimum time in service and time in grade requirements. The MOS generating school for MOS 51C is also considered the MOS's Advanced Leader Course (ALC). NCOs applying for reclassification must either have already completed ALC or meet all prerequisites to attend ALC at the time of submission for reclassification.

(3) A physical demand rating of moderate (gold).

(4) A minimum-security clearance of secret (or interim secret) is required. This is also a requirement to maintain MOS qualification.

(5) A physical profile of rating: 222222. If applicable, submit a copy of the profile at the time of application.

(6) Must maintain world-wide deployability (no permanent limiting physical or medical conditions that would preclude assignment or deployment world-wide IAW AR 40-501). This is a requirement for initial award of MOS and is also a requirement to maintain MOS qualification.

(7) Must be able to operate in a deployed environment wearing a full complement of Personal Protective Equipment (e.g., Helmet, Mask, Body Armor). This is also a requirement to maintain MOS qualification.

(8) Qualifying scores.

(a) A minimum score of 110 in aptitude area GT (not waiverable).

(b) A minimum OPAT score of Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

(9) Be a U.S. citizen.

(10) Exhibits stability in personal affairs as outlined in AR 600-20. This is also a requirement to maintain MOS qualification.

(11) Must be willing to undertake initial and recurring financial background check if/when required by policy, regulation, or chain of command. This is also a requirement to maintain MOS qualification.

(12) No record of conviction of any crime involving moral turpitude. This is also a requirement to maintain MOS qualification.

(13) Have a valid driver's license issued by a U.S. state or territory (including the District of Columbia). This is also a requirement to maintain MOS qualification.

(14) Meet Service Remaining Requirement of five years (60 months) effective for all reenlistment contracts written on and after 1 May 2008 under the provisions of AR 614-200, chapter 4. Additionally, Soldiers may not reclassify again to any other enlisted MOS during this 5-year service remaining requirement; this also includes reclassification to career recruiter and career counselor (MOSs 79R and 79S).

(15) Waiver authority for eligibility criteria, MOS qualification issues, or any other waivers to this chapter will be forwarded to the Director, U.S. Army Acquisition Support Center, ATTN: Proponency and Leader Development Division, 9900 Belvoir Road, Bldg 201, Ft Belvoir, VA 22060.

(16) Must not have any financial hardships or indicators of insolvency that indicate an inability to effectively execute and manage government procurements. This is also a requirement to maintain MOS qualification.

(17) Must be able to obtain and maintain a valid U.S. official-travel passport. This is also a requirement to maintain MOS qualification.

(18) Must be able to obtain and maintain a government travel card. This is also a requirement to maintain MOS qualification.

(19) No record of any information which might adversely reflect against the character, honesty, or integrity of the Soldier. This is also a requirement to maintain MOS qualification.

(20) If selected for reclassification, Active Component NCOs must successfully complete resident reclassification training at the US Army Acquisition Center of Excellence (AACoE) in Huntsville, AL. It is recommended that Army Reserve and National Guard NCOs also attend resident training the AACoE, but they may attend the complete complement of DAU contracting courses (resident and non-resident) in lieu of the AACoE's course. In order to be awarded the 51C MOS, all training must be completed successfully with no academic failures or disciplinary incidents; this “no-fail/no-discipline” requirement also holds true for DAU resident training regarding Army Reserve and National Guard NCOs.

(21) NCOs are responsible for meeting all Contracting Specific Position Requirements as listed in DODI 5000.66 and all contracting functional area certification requirements as listed in Army policy within 36 months of official reclassification conferred because of successful graduation from the MOS producing school. If it is apparent that an NCO cannot meet these requirements within this initial 36-month grace period, the NCO's command/organization must submit a request to the Army DACM office requesting a waiver of the specific unmet requirement(s). If the command does not request a waiver, or the waiver is disapproved, the NCO must be reclassified out of the MOS 51C. As a matter of policy, the Army does not utilize the exemption from contracting specific positions requirements available for enlisted members of the contingency contracting force as described in DODI 5000.66.

(22) Newly assessed NCOs must achieve their professional certification in contracting within 36 months of assignment to an acquisition workforce position in accordance with DoDI 5000.66. A position requirements waiver allows a 51C NCO to remain in his/her current position and provide additional time

beyond the prescribed three-year grace period to meet Contracting Professional certification requirements. The NCO's organization should submit a position requirements waiver, using a DD Form 2905 (Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver), to the DACM for decision. There is no permanent waiver to certification requirements. The DACM may grant a waiver for up to 12 months (in very rare instances, 24 months) beyond the three-year grace period. The exact duration will be specified on the DD Form 2905. If the NCO fails to obtain their professional certification in contracting or maintain the standards listed above to be a 51C, they may be subject to involuntary reclassification into another MOS as the needs of the Army.

(23) ARNG MOS 51C are reclassified by their respective State Guard in coordination with the ARNG Acquisition Management Office, which conducts a records review that confers or denies accession into CMF 51 based on the accession requirements disclosed above.

(24) Formal training completion of MOS 51C Qualification courses conducted under the auspices of the Assistant Secretary of the Army (AL&T) is mandatory (see paragraph b.(20)).

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with all enlisted MOS)). Y2--Transition (personnel only).

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

- (1) *Table 10-51C-1.* Physical requirements.
- (2) *Table 10-51C-2.* Standards of grade TOE/MTOE.
- (3) *Table 10-51C-3.* Standards of grade TDA N/A.