



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

S: 13 Dec 24  
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NGMO-PER-AB (600-8-19D)

12 November 2024

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Statewide Vacancy Announcement (**SWVA # 24-1006**)

1. The following position is open statewide for best select interviews:

- a. Unit Name / UIC: DCOE-JFHQ / W8AJAA
- b. MOS / Duty Title: 25B / Info Tech Specialist
- c. Position # / Grade: 06405569 / E6
- d. Location: Jefferson Barracks, MO

2. Applicability: MOS specific duties and qualification requirements are listed in the enclosed.

3. Interested, qualified candidates may apply by emailing a completed application and all other required documentation to CW3 Katie Herrell at [kathleen.d.herrell.mil@army.mil](mailto:kathleen.d.herrell.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 thru the suspense date. For additional information, see the MOARNG FY25 EPS MOI, dated 6 June 2024.

FOR THE MILPO:

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

## MISSOURI NATIONAL GUARD VACANCY ANNOUNCEMENT

**Opening Date:** 12 November 2024

**Closing Date:** 13 December 2024

**Position:** 25B Information Technology Specialist

**Grade/Rank:** E-6/SSG

**DMOS:** 25B30

**PARA/LINE:** 238/12

**Location:** Defensive Cyber Operations Element (DCOE), Jefferson Barracks, MO.  
63125

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

### **M-DAY APPLICANTS MUST:**

1. Meet physical standards IAW Chapter 3, AR 10-501 (Retention Standards). Meet height and weight standards of AR 600-9.
2. Must be able to pass the Army Combat Fitness Test (ACFT).
3. Minimum Military Grade: E-4/SPC  
Maximum Military Grade: E-6/SSG

**WHO MAY APPLY:** All qualified Missouri Guard members and those eligible for enlistment or transfer into the Missouri Army National Guard in the rank of Specialist to Staff Sergeant.

**MAJOR DUTIES:** The DCOE is the State of Missouri's Cyber incident response capability. Members can be called upon by the Adjutant General and/or the Governor of Missouri to defend the Department of Defense Information Network (DoDIN) as well as critical infrastructure within the State of Missouri. Soldiers will be expected to be called upon as an incident responder and maintain both Host Analyst and Network Analyst Cyber Workforce Roles. The ability to work more than one two-week Annual Training period per year is also expected.

### **PHYSICAL DEMANDS AND QUALIFICATIONS:**

1. Have a minimum of 36 months TIS remaining after completion of the functional training.
2. Must possess, at a minimum, a Secret clearance at the time of application with the ability to meet TS/SCI access eligibility if selected for the position.
3. Due to the nature of training and assignments, temporary restrictions may be placed on foreign travel, both during and after, the term of service.
4. Be qualified or able to be qualified 25B within at least one year.
5. 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
- 6. Must be a U.S. citizen.
- 7. Must be able to meet DoDI 8140.03 Qualifications for the Host and Network Analyst Roles within one year of acceptance:
  - (a) System Administration (i.e. Security+, CySA+, GSEC)
  - (b) Analyst and/or Incident Responder Roles (i.e. CEH, CySA+, GCIH)
- 8. Must be able to maintain Joint Qualification Requirements (JQR) for both Host and Network Analyst Roles according to the DoD Cyber Workforce (DCWF)
- 9. Complete the Incident Response Handler Course within one year of acceptance of position
- 10. Complete the Cyber Operational Training Experience within one year of acceptance of position
- 11. Experience with server and network stacks preferred

**HOW TO APPLY:** Packet should consist of the following required items:

- 1) Copy of validated **Selection Record Brief**
- 2) Copy of most recent ASVAB Scores on a REDD Report or page 1 of DD 1966 series
- 3) E5 and above - Copies of last three NCOERS. If three NCOERS are not available, supplement with a recommendation memo from Platoon Sergeant, 1SG, or Commander.
- 4) E3 & E4 - Recommendation memo from Platoon Sergeant, 1SG, or Commander.
- 5) Copy of DA Form 705 (Army Physical Fitness Test Card). The latest 'RECORD' test must be within 12 months.
- 6) Copy of DA Form 3349 (Physical Profile) and MMRB results (if applicable)
- 7) Copy of DA Form 5500-R or 5501-R (Body Fat Worksheet) (if applicable)
- 8) Memorandum from unit stating whether unfavorable actions or flags are pending.
- 9) Security Clearance Verification (type/date) (if applicable)
- 10) Copy of most recent MEDPROS IMR Report reflecting most recent PHA and PULHES.
- 11) NGB Form 23 (RPAS Statement) with copies of all DD Form 214 and NGB Form 22

- 12) DA Form 1059 (Service School Academic Evaluation Report) for all NCOES attended and for the PMOS
- 13) Cover letter addressing your reason for transfer to this position, to include contact phone and email information.
- 14) Letters of recommendation are suggested but not required.
- 15) Copies of any professional certifications and/or certificates of training applicable to the position (if any)

**CAUTION:** If your packet does not provide all the information requested on the forms and documents listed above, you may lose consideration for the job and not be interviewed. ONLY complete packets will be considered for interview. Incomplete packets will be returned to the applicant without further communication. If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available.

**FORWARD COMPLETED PACKETS TO:**

MONG Cyber Operations  
ATTN: CW3 Katie Herrell  
44 Johnson Rd. (BLDG 44)  
Jefferson Barracks, MO. 63125

Or scan completed packets to [kathleen.d.herrell.mil@army.mil](mailto:kathleen.d.herrell.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 CW3 Katie Herrell at 314.416.6699