

ADOS VACANCY ANNOUNCEMENT

MISSOURI NATIONAL GUARD HUMAN RESOURCES OFFICE ATTN: JFMO-HRA 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203	ANNOUNCEMENT: ADOS G3-010 OPENING DATE: 16 May 2017 CLOSING DATE: 6 June 2017
TELEPHONE NUMBERS: (573) 638-9500 x16502 Website: http://www.moguard.com	<input checked="" type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government.
POSITION TITLE, MOS AND GRADE: Future Operations Officer (G35) Branch Immaterial CPT/O3 – MAJ/O4	LOCATION: JFHQ-MO G3 OPERATIONS BRANCH JEFFERSON CITY, MO 65101
ADDITIONAL INFORMATION: THIS IS A TEMPORARY ACTIVE DUTY OPERATIONAL SUPPORT POSITION	FOR MORE INFORMATION: MAJ Shannon Holaday (573) 638-9500 x16510 shannon.d.holaday.mil@mail.mil
WHO MAY APPLY: <p style="text-align: center;">APPLICATIONS WILL BE ACCEPTED ONLY FROM:</p> <ul style="list-style-type: none"> • MOARNG members who are commissioned officers in the rank of Captain thru Major (Major Date of Rank 20 Mar 13 or later to prevent grade inversion). <p><u>CURRENT MILITARY GRADE REQUIREMENTS:</u> All Captains thru Majors (Major Date of Rank 20 Mar 13 or later) may apply.</p> <p><u>DUTIES AND RESPONSIBILITIES:</u> The purpose of this position is to serve as the G35 Future Operations Officer for MONG G3. This individual may be assigned to a duty position within JFHQ. The G35 Future Operations Officer is responsible for planning and assessing operations from 24 hours – 31 days out during steady state operations and 24 – 72 hours out (DSCA/SED operations and exercises). Officer supervises creation of all requisite OPLANs, WARNORDs, OPORDs, and FRAGORDs, and manages the orders process for the MONG. Officer provides quality control checks on all received tasks. Officer assists the G5 in writing, updating, and staffing contingency and operational plans for the MONG for DSCA support and attends all Joint Planning Group (JPG) meetings on behalf of the Future Operations Chief. Officer analyzes open issues, actions in progress, and schedules significant events. The Future Operations Officer conducts agency and interagency coordination with city, county, state, regional, adjacent and other NG, subordinate units, and miscellaneous federal organizations on MONG CONPLAN/OPLAN support for DSCA operations. Officer leads efforts in publishing the annual Base OPORD, and leads in coordinating operations input to Command Readiness Guidance. The Future Operations Officer coordinates for support from external forces (SAD, Title-32, and Title-10) for execution of DSCA operations. In this, the officer determines need, locates appropriate unit(s), writes/issues EMAC REQ-A and/or ARF to/thru SEMA. Enters RFA into JIEE. Tracks status of requests. Coordinates with G5/7 and JRSOI TF Commander to track status of inbound units. Coordinates for RSOI of units into operation. Officer is the G3 lead planner involved in coordinating and executing all Working Groups (WGs) and boards in preparation for and execution of DSCA Operations and Exercises. The Future Operations Officer also maintains status and capability update of all operational MONG forces down to company level. The Future Operations Officer is also the MONG G3 COOP manager. Officer also supports and represents MONG Operational Units (HRF, NGRF, CST, and Cyber) in regional and national forums.</p> <p>The Future Operations Officer focuses efforts towards preparing for and conducting DSCA operations and demonstrates mastery of the four JOC core competencies: Situational Awareness, Information Management, Mission Management, and Historical Documentation. Officer conducts mission analysis and assists in developing Courses of Action (COA) during the Joint Operations Planning Process (JOPP) and the Military Decision Making Process (MDMP).</p> <p>The Future Operations Officer serves as the JOC OIC in the absence of other field grade officers, supervising the efforts of staff NCO's within the JOC and assists in the review and dissemination of information within the JOC. As a member of the Emergency Response Group (ERG), is available for recall/response 24/7/365. Performs the duties of JOC augmentation support personnel from other joint staff in their absence. Develops and leads training for M-day Soldiers assigned to and augmenting the JOC. Assists in the management of HRF, CST, EM, AT, CYBER, and JOC budget thru established mechanisms (AFCOS, GFEBS, DTS, Spend Plans, etc). Assists in the management of ADOS packets. Leads or assists in the MONG Protection Working Group, Antiterrorism-Force Protection and Operational Security programs. Conducts all DSCA related operations IAW applicable laws, regulations, policies, and under the guidelines established in the NRF, NIMS, and ICS. Performs other duties as assigned.</p>	
<input type="checkbox"/> MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED <input type="checkbox"/>	

INSTRUCTIONS FOR APPLYING

INDIVIDUALS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:

- 1. DA FORM 1058-R** Soldier **MUST** sign blocks 22 and 24. Commander signs block 35e and records custodian must complete block 36a-d Verify Block 30.
- 2. TOUR ANNOUNCEMENT** – ADOS tour announcement or Memorandum from the unit offering the ADOS tour. Must have specific duty information also must include Point of Contact info w/phone numbers and how this tour will be funded.
- 3. Copy of DA Form 705 (Army Physical Fitness Test Score Card)** the latest APFT must have been taken within the past 6 months.
- 4. Copy of ORB.**
- 5. Copy of MEDPROS** Individual Medical Readiness Record displaying evidence of: Periodic Health Assessment completed with-in 12 months and HIV with-in last 2 years. Medical documentation other than MEDPROS will not be accepted.
- 6. Copy of your DA Form 3349 (Physical Profile)** and MOS Medical Retention Board (MMRB) results (if applicable).
- 7.** If over 40 years old, provide a copy of your cardiovascular screening.
- 8. Copy of DA Form 5500-R (Body Fat Worksheet)** if applicable.
- 9. Copies of the last (3) OERs** and/or a statement by a member of your chain of command attesting to your character of service.
- 10. NGB Form 23 (Retirement Point Summary)** and/or a Statement of Service. Also include copies of all DD Form 214s and NGB Form 22s if applicable.
- 13. Proof of military education (Officers only).**
- 14. Security Clearance Verification if applicable.**

If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available.

EQUAL OPPORTUNITY: The Missouri National Guard is an Equal Opportunity Employer. Personnel on Title 32 Tours will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin, political affiliation, or any other non-merit factor.

CAUTION: If your application packet does not provide all the information requested on the forms and documents listed above, you will lose consideration for the ADOS position. **ONLY** complete applications will be considered. Applicants are responsible for maintaining a copy of their applications.

MAILING APPLICATIONS: Submit your application to: Missouri National Guard Headquarters, ATTN: G3 Operations, 2302 Militia Drive, Jefferson City, MO 65101-1203. Or you may scan and email to **MAJ Shannon Holaday at shannon.d.holaday.mil@mail.mil**.

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