

## ADOS VACANCY ANNOUNCEMENT

<b>MISSOURI NATIONAL GUARD HUMAN RESOURCES OFFICE ATTN: JFMO-HRA 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203</b>	<b>ANNOUNCEMENT: CD-18-01</b>  <b>OPENING DATE: 09 November 2017</b>  <b>CLOSING DATE: 15 December 2017</b>
<b>TELEPHONE NUMBERS: Commercial (573) 638-9770 Fax (573) 638-9684</b>	<input checked="" type="checkbox"/> <b>Permanent Change of Station (PCS) is not authorized for this position.</b> <input type="checkbox"/> <b>Permanent Change of Station (PCS) may be authorized if in the best interest of the government.</b>
<b>POSITION TITLE, MOS AND GRADE:</b> Counterdrug Civil Operations Grades of E-5 through E-7	<b>LOCATION:</b> Ike Skelton Training Site Jefferson City, Missouri
<b>Individual selected will be ordered to Full Time National Guard Duty-Counterdrug Active Duty status under provisions of Section 502(f) Title 32, United States Code (32 USC 112 and 502(f)). The Missouri National Guard is an Equal Opportunity Employer.</b>	<b>FOR MORE INFORMATION:</b> MSG Shannon C. Wilde Office (573) 638-9770 Cell (573) 291-4468 Email: <a href="mailto:shannon.c.wilde.mil@mail.mil">shannon.c.wilde.mil@mail.mil</a>
<p><b>WHO MAY APPLY:</b></p> <p style="text-align: center;"><b>APPLICATIONS WILL BE ACCEPTED ONLY FROM:</b></p> <ul style="list-style-type: none"> <li>• All Sources Missouri Army and Air National Guard currently having a valid Security Clearance.</li> </ul> <p><b><u>CURRENT MILITARY GRADE REQUIREMENTS:</u></b> Must be E5 – E7 at time of acceptance.</p> <ul style="list-style-type: none"> <li>• <b><u>DUTIES AND RESPONSIBILITIES</u></b> The Missouri National Guard Counterdrug Program is dedicated to supporting community drug prevention coalitions with personnel and equipment in order to create community environments where people may reach their full potential as healthy, responsible and productive citizens. Missouri National Guard Counterdrug Civil Operations duties include but are not limited to: planning &amp; coordination of Civil Operations and community activities; attend and contribute to meetings involving ACT Missouri, Prevention Resource Centers and Community Coalitions as needed; working with ACT Missouri, Prevention Resource Centers and Community Coalitions in setting goals and implementing program plans and conducting training in regards to substance use as needed. Skills and attributes of Civil Operations personnel should include interpersonal skills of listening, teamwork, negotiation, empathy, etc. Civil Operations personnel must have the ability to: make formal presentations to a large audience; write memorandums, plans of instruction, newsletter articles and other correspondence; and use computers and other basic office equipment. They must have the willingness to learn, work non-routine hours, conduct in-state travel and periodic out-of-state travel as needed. Experience in Community Coalition Assessment, Substance Use Training preferred but not required.</li> </ul> <p style="text-align: center;"><b>MISSOURI NATIONAL GUARD MEMBERSHIP IS REQUIRED</b></p>	

**TOUR CONTINUATION:** This position is temporary and only funded until the end of the fiscal year (September 30<sup>th</sup> 2018). Applicants are advised that consideration for continuation of their tour beyond the initial period is dependent upon availability of funds and satisfactory performance. Approval of initial tour as well as request for tour renewal is at the discretion of the Counterdrug Coordinator.

### **SUPPLEMENTAL INFORMATION:**

1. **This Job Advertisement will be used to fill 1 position** within Civil Operations assigned in support of ACT Missouri and Missouri prevention initiatives. Placement within the agencies is as at the sole discretion of the Counterdrug Coordinator.
2. NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18.
3. Applicants will not make plans to enter into or move within the Full-Time National Guard Duty-Counterdrug Program until the Counterdrug Office formally notifies the applicant of a hire date.
4. All applicants must be aware that involuntary (early) separation could come from instances where conduct, degree of efficiency, or manner of performance is seriously deficient. Processing individuals for involuntary separation is at the sole discretion of the Counterdrug Coordinator.

### **REQUIREMENTS FOR COUNTERDRUG DUTY:**

1. Must be qualified for initial entry into or continued service in the Missouri National Guard Counterdrug Program IAW NGR 500-2, to include: being a deployable asset; have Unit Commander's recommendation for initial or continued service in the Counterdrug Program; not have any unfavorable actions of any kind; no record of moral turpitude or convictions of any kind; meet the medical standards of fitness IAW applicable Army or Air Regulations; and maintain physical fitness standards IAW applicable Army or Air Regulations.
2. Urinalysis testing is required upon entry on active duty, and personnel are subject to periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under the JNGSAP.
3. Must have a current Standard Army Physical Fitness Test (APFT) or Air Force Fitness Management System II Member Individual Fitness Report (must have been taken within 6 months of the potential start date).
4. **A valid/current SECRET security clearance is required prior to acceptance of application.**
5. Pregnancy test showing NEGATIVE results. Pregnancy testing is required within 15 days of start of orders IAW AR 40-501, chapter 10.
6. Favorable criminal records check and/or security screening. Selected individual will be required to undergo a Missouri State Highway Patrol background investigation.
7. Continued attendance at IDT/IAD and AT while on Full-Time National Guard Duty-Counterdrug orders.
8. National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval of CDC according to paragraph 8-25 of NGR 500-2.
9. Permanent Change of Station (PCS) is NOT authorized.
10. Status of funding is for the 2018 fiscal year only.

## **INSTRUCTIONS FOR APPLYING**

### **INDIVIDUALS MUST, AT A MINIMUM, SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:**

- 1. Tour Announcement** – ADOS tour announcement or memorandum from the unit offering the ADOS tour. This will include specific duty information to include point of contact info w/phone numbers and will be signed by the applicant that he/she understands the special requirements and conditions of CD Duty.
- 2. DA Form 1058-R** – Soldier MUST sign blocks 21 and 23. Commander signs block 34e and records custodian must complete block 35a-d and ALL OF PART II.
- 3. NGB Form 1058-1R** – Checklist for determining the approval authority for Full-Time National Guard Duty.
- 4. NGB Form 23A** (Retirement Point Accounting Statement).
- 5. Orders Query** - This document is used to determine the last 31-day break in orders for purposes of determining separation pay. (AFCOS printout)
- 6. Statement of Service (DA Form 1506)**
- 7. DD214's and NGB Form 22s (if applicable)**
- 8. Copy of updated ERB (Enlisted Record Brief) or ORB (Officer Record Brief).**
- 9. Copies of the last (3) NCOERs or OERs** and/or a statement by a member of your chain of command attesting to your character of service.
- 10. Copy of MEDPROS / ASIMS** 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 / ASIMS will not be accepted, if over 40 years old, provide a copy of your cardiovascular screening.
- 11. Copy of your DA Form 3349 (Physical Profile)** and MOS Medical Retention Board (MMRB) results (if applicable).
- 12. Copy of DA Form 705-Army Physical Fitness Test Score Card / Air Force Fitness Management System II Member Individual Fitness Report;** the latest Test must have been taken within the past 6 months of the anticipated start date of mid-January, 2018.
- 13. Copy of DA Form 5500/5501-R (Body Fat Worksheet)** if applicable. If non applicable then a memorandum from your unit showing you meet the height/weight standards (current within the past 6 months of the anticipated start date of mid-January, 2018).
- 14. Commander's Recommendation Letter** - substantiating a good standing with the unit of assignment. (template available from SFC Evers)
- 15. DD369 (Police Records Check)** Fill out blocks 1-9, leave 10 blank and sign 11
- 16. Favorable Entrance National Agency Check/National Agency Check (ENTNAC/NAC)** within past 10 years. Security Clearance Verification if applicable.
- 17. Agreement and Understanding for ADOS**
- 18. BDE Release Letter** - required by Human Resources
- 19. Biographical Sketch in narrative form covering Civilian and Military history.** (template available from SFC Evers)

**20. Three (3) letters of reference, to include contact information.** These references will be checked prior to offering employment.

The required ADOS Application forms can be found on the MOGuard.com website under HR Forms at <http://www.moguard.com/Assets/Pages/86/HRForms.aspx?ID=86>.

**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:

Counterdrug Program  
Attn: SFC Amanda Evers  
2302 Militia Drive  
Jefferson City, MO 65101

Scan/Email completed packets to: [amanda.j.evers.mil@mail.mil](mailto:amanda.j.evers.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.**