

ADOS VACANCY ANNOUNCEMENT

MISSOURI NATIONAL GUARD HUMAN RESOURCES OFFICE ATTN: JFMO-HRA 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203	ANNOUNCEMENT: ADOS PER SVC 125-001 OPENING DATE: 4 May 2017 CLOSING DATE: 5 June 2017
TELEPHONE NUMBERS: Office: (573) 638-9500 ext. 39640 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: Integrated Personnel and Pay System – Army (IPPS-A) Data Analyst (2 Positions) MOS IMMATERIAL, E1-E5	LOCATION: JFHQ-MO G1 PERSONNEL SERVICE CENTER 2302 Militia Drive Jefferson City, MO 65101
ADDITIONAL INFORMATION: THIS IS A TEMPORARY ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) POSITION	FOR MORE INFORMATION: CW2 Amanda Talken Office (573) 638-9500 x39640 Email: amanda.l.talken.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 enlisted members who have complete all Initial Entry Training requirements. Applicants must have a favorable background investigation check with a determination of secret or higher. <p><u>CURRENT MILITARY GRADE REQUIREMENTS:</u> E1 – E5 may apply.</p> <p><u>DUTIES AND RESPONSIBILITIES:</u> The purpose of this position is to serve as a data analyst for the Integrated Personnel and Pay System – Army (IPPS-A) transformation. Personnel will identify and correct various personnel coding errors in Human Resource systems and will document corrections for ARNG HRP-S on a monthly basis. Personnel will utilize current systems such as SIDPERS, iPERMS, RCMS, and RCAS to update personnel records and supply supporting documentation for personnel actions. Personnel will assist in the state’s data correctness campaign through error resolution in DPRO, Record Brief portal, and SIBX. Additionally, personnel will train in current HR systems and aid in error resolution and personnel actions that fall within the scope of the Personnel Service Center. Personnel will remain assigned to and will drill with their parent unit, additionally, they are not authorized any TDY or PCS entitlements.</p> <p style="text-align: center;"><input type="checkbox"/> MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED <input type="checkbox"/></p>	

TOUR CONTINUATION: Applicants are advised that consideration for continuation of their tour beyond the initial period is dependent upon availability of funds, satisfactory performance, and continued compliance with weight standards of AR 600-9.

SUPPLEMENTAL INFORMATION: NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18.

INSTRUCTIONS FOR APPLYING

INDIVIDUALS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:

- 1. DA FORM 1058-R** Soldier MUST sign blocks 21 and 23. Commander signs block 34e and records custodian must complete block 35a-d.
- 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 PASSED and FOR RECORD APFT must have been taken within the past 12 months for the application and if selected the APFT date must be within 6 months of start date.
- 4. Copy of ERB (Enlisted Record Brief).**
- 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 and will cause the application to be immediately destroyed.
- 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. Height/Weight Memorandum from unit** – Additionally a copy of the last DA Form Copy 5500-R (Body Fat Worksheet) if applicable.
- 9. Copies of the last (3) NCOERs or OERs.** If 3 are not available your first line supervisor attesting to your character of service is required. ** If E4 and below a statement from your first line supervisor and from a member of your chain of command attesting to your character of service is required.
- 10. NGB Form 23 (Retirement Point Summary)** and/or a Statement of Service within 12 months. Also include copies of all DD Form 214s and NGB Form 22s if applicable.
- 13. Proof of military education (Officers only).**
- 14. Memorandum For Record from unit** stating current security clearance (JPAS is not accepted).

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: Personnel Service Center, 2302 Militia Drive, Jefferson City, MO 65101-1203.

Scan/Email completed packets to: CW2 Amanda Talken at amanda.l.talken.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.