

## FTNGD-OS VACANCY ANNOUNCEMENT

<b>MISSOURI NATIONAL GUARD HOMELAND RESPONSE FORCE (HRF) 70<sup>th</sup> Troop Command HHD Jefferson Barracks, MO 63125</b>	<b>ANNOUNCEMENT: HRF 18-004</b>  <b>OPENING DATE: 11 October 2017</b>  <b>CLOSING DATE: 20 October 2017</b>
<b>TELEPHONE NUMBERS: Commercial (314) 416-6657</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: Homeland Response Force Human Resources NCO Enlisted, MOS Immaterial E5-E6</b>	<b>LOCATION: 70th Troop Command 24 Davis Street Jefferson Barracks, MO 63125</b>
<b>Applicant must either be in a 70<sup>th</sup> Troop Command unit or have a Memorandum of Agreement signed by the chain of command for expectation of manning requirement during a CBRN mobilization.</b>  <b>Must be able to obtain a SECRET clearance</b>	<b>FOR MORE INFORMATION: MAJ Rena Henderson-Alailima rena.o.hendersonalailima.mil@mail By phone (314) 416-6623</b>
<b>WHO MAY APPLY:</b>	
<b>APPLICATIONS WILL BE ACCEPTED ONLY FROM:</b>	
<ul style="list-style-type: none"> <li>• All Sources (M-Day, Technician and AGR) who are Sergeant (E5) thru Staff Sergeant (E6) can apply.</li> </ul>	
<b><u>CURRENT MILITARY GRADE REQUIREMENTS:</u></b> All qualified Missouri National Guard members in the rank of Sergeant thru Staff Sergeant may apply.	
<b><u>APPLICANTS MUST AT APPLICATION TIME:</u></b>	
<ol style="list-style-type: none"> <li>1. Be able to pass the Standard Army Physical Fitness Test (APFT). Soldiers will receive a diagnostic APFT within five business days of selection date.</li> <li>2. Meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Soldiers must pass a Chapter 3 Medical Exam conducted by a medical provider within five business days of selection date. Must meet height and weight standards of AR 600-9. Soldiers will be measured for height/weight standards within five business days of selection date. Must be medically certified as drug free and test negative for HIV in accordance with AR 40-501 and AR 600-110. Must have current MOS Medical Retention Board (MMRB) if required.</li> <li>3. Must be able to obtain a SECRET clearance.</li> <li>4. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.</li> <li>5. Not have a temporary profile IAW ARNG-HRH PPOM #13-020.</li> </ol>	
<b><u>DUTIES AND RESPONSIBILITIES:</u></b> To serve as the Human Resources NCO for the Homeland Response Force (HRF). Directly responsible for the human resource activities of the full time HRF FTNGD-OS program and manages / implements the HRF FTNGD-OS Handbook. Plans, organizes, and administers the FTNGD-OS human resources program for the HRF. Serves as the technical expert on a variety of human resource matters (e.g. HRF FTNGD-OS policies, Equal Opportunity policies, ect.) Responsible for ensuring Region VII HRF follows established FTNGD-OS policies and procedures. Supervises the HRF FTNGD-OS in-processing / out-processing program. Supervises the HRF FTNGD-OS performance counseling program. Creates and publishes HRF FTNGD-OS position announcements. Manages HRF FTNGD-OS hiring boards and routes hiring packets through the HRF Deputy Chief of Staff and 70 <sup>th</sup> Troop Command Administrative Officer. Performs other duties as assigned.	
<b><u>DESIRABLE QUALIFICATIONS:</u></b>	
<ol style="list-style-type: none"> <li>1. Excellent communications skills</li> <li>2. Experience in a Command and Control environment</li> <li>3. Experience managing human resources functions for a multi-functional organization</li> <li>4. Basic knowledge of CBRN</li> <li>5. Function at a high-level in a team setting</li> <li>6. Deployment Experience</li> </ol>	
<input checked="" type="checkbox"/> <b>MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED</b> <input checked="" type="checkbox"/>	

**TOUR CONTINUATION:** Anticipated duration is October 2017 through September 2017. 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 and 350-1. Approval of initial tour as well as request for tour renewal is at the discretion of the command and subject to availability of funds.

**SUPPLEMENTAL INFORMATION:** NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18. NO TEMPORARY PROFILES IAW ARNG-HRH PPOM #13-020.

### **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-** FTNGD-OS tour announcement for which the application is for.
- 3. Copy of DA Form 705 for last 3 APFT (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/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. (HIV Draw can be done after interview and selection). 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. Height/Weight Memo from unit-** Additionally a copy of the last 2 DA Form 5500-R/5501 (Body Fat Worksheet) if applicable.
- 8. Copies of the last (3) NCOERs or OERs.** If 3 are not available a statement 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 (total of 2).
- 9. 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.
- 10. Military Biography**
- 11. Memorandum For Record from unit** stating current security clearance (JPAS is not accepted).
- 12. Memorandum to the hiring board.** Memorandum will include current mailing and telephonic contact information at a minimum. It may include specific qualifications that would be beneficial to this position that the applicant would like to highlight. This memorandum must be dated and signed.

**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.

You may only include one job announcement per application packet. If applying for multiple positions send a separate packet for each announcement.

**MAILING APPLICATIONS:** Submit your application to: 70<sup>th</sup> Troop Command, Attn: CPT Craig/SPC Thompson, 24 Davis Street, Jefferson Barracks, Mo 63125.

**Scan/Email completed packets to:** SPC Thompson [jilayne.a.thompson.mil@mail.mil](mailto:jilayne.a.thompson.mil@mail.mil) and CPT Craig at [daniel.p.craig4.mil@mail.mil](mailto:daniel.p.craig4.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.**