

ADOS VACANCY ANNOUNCEMENT

MISSOURI NATIONAL GUARD HUMAN RESOURCES OFFICE ATTN: JFMO-HRA 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203	ANNOUNCEMENT: ADOS RRBN 17-01 OPENING DATE: 19 May 2017 CLOSING DATE: 9 Jun 2017
TELEPHONE NUMBERS: Office: 573-659-1600 ext 31618 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: Marketing Assistant & Social Media Manager E1- E5	LOCATION: Recruiting and Retention Bn Jefferson City, MO 65109
ADDITIONAL INFORMATION: THIS IS A TEMPORARY ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) POSITION	FOR MORE INFORMATION: SSG Ashly Cox Office: 573-659-1600 ext. 31618 Email: ashly.m.cox.mil@mail.mil
<p>WHO MAY APPLY:</p> <p style="text-align: center;">APPLICATIONS WILL BE ACCEPTED ONLY FROM:</p> <ul style="list-style-type: none"> • MOARNG members in the rank of PVT thru SGT. <p><u>CURRENT MILITARY GRADE REQUIREMENTS:</u> E1-E5.</p> <p><u>DUTIES AND RESPONSIBILITIES:</u> Responsible for assisting the Recruiting & Retention Battalion's (RRB) Marketing Department for all operations in an effort to positively affect recruiting and retention efforts throughout the State. Oversee social media marketing and advertising efforts across all online platforms. Administration includes but is not limited to brand development, content management, analyzing data & market research. Assists with promotional events, graphic design, photography. Applicant must be highly motivated, organized and creative, and must remain consistent with current initiatives & practices. Must be proficient with computers, have the ability to learn quickly and have excellent writing skills. Experience with Adobe Creative Suite and Apple operating systems is preferred.</p> <p style="text-align: center;"><input type="checkbox"/> MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED <input type="checkbox"/></p>	

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 36a-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.
- 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.** If 3 are not available a statement from 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.
- 11. 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 Recruiting and Retention Battalion, ATTN: SFC Barry, 801 Armory Drive, Jefferson City, MO 65109-1484.

Scan/Email completed packets to: SFC Marvin Barry at marvin.c.barry.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.