

## ADOS VACANCY ANNOUNCEMENT

<b>MISSOURI NATIONAL GUARD HOMELAND RESPONSE FORCE (HRF) 70<sup>th</sup> Troop Command Jefferson Barracks, MO 63125-4187</b>	<b>ANNOUNCEMENT: HRF 321-001</b>  <b>OPENING DATE: 16 November 2016</b>  <b>CLOSING DATE: 5 December 2016</b>
<b>TELEPHONE NUMBERS: Commercial 314-416-6616</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: Mission Command Administrative NCO, Homeland Response Force (HRF), Branch Immaterial. E4 – E6</b>	<b>LOCATION: 24 Davis Street Jefferson Barracks, MO 63125-4187</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>Secret Security Clearance Required</b>	<b>FOR MORE INFORMATION: MSG Charles Hinde Charles.w.hinde.mil@mail.mil By phone (314) 416-6616</b>
<b>WHO MAY APPLY:</b>  <p style="text-align: center;"><b>APPLICATIONS WILL BE ACCEPTED ONLY FROM:</b></p> <ul style="list-style-type: none"> <li>• M-Day and Technician who are SPC (E4) thru SSG (E6) can apply.</li> </ul> <p><b><u>CURRENT MILITARY GRADE REQUIREMENTS:</u></b> All qualified Missouri National Guard members in the rank of Specialist through Staff Sergeant.</p> <p><b><u>DUTIES AND RESPONSIBILITIES:</u></b> To serve as Administrative NCO for the Missouri Homeland Response Force (MO HRF) Mission Command (MC) of the 70<sup>th</sup> Troop Command. Possible HRF Administrative functions may include: preparing and managing the HRF Joint Manning Document (JMD); preparing military and non-military correspondence; preparing and managing the non-commissioned officer evaluation report system; preparing and submitting personnel actions and enlistment extension for HRF elements; preparing and submitting enlisted promotion, discharge and conditional release packets; preparing and submitting personnel for pay, benefits and voucher settlements for HRF personnel; and preparing and submitting personnel for awards and commendations.</p> <p><b><u>DESIRABLE QUALIFICATIONS:</u></b></p> <ol style="list-style-type: none"> <li>1. Administrative Experience</li> <li>2. Experience with Microsoft Office Products (Word, Excel, Power point, and Access)</li> <li>3. Function at a high-level in a team setting</li> </ol> <p style="text-align: center;"><input checked="" type="checkbox"/> <b>MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED</b> <input checked="" type="checkbox"/></p>	

**TOUR CONTINUATION:** Anticipated duration is January 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 AR 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.

## **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 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 DA Form 2-1 (Personnel Qualification Record) or ERB.**
- 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. Female Soldiers have to submit a negative pregnancy test results as part of the ADOS packet. Pregnancy is a disqualifier for starting ADOS orders
- 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 (Body Fat Worksheet) if applicable.
- 8. Copies of the last (3) NCOERs.** 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: LT 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 LT 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.**