

ADOS VACANCY ANNOUNCEMENT

MISSOURI NATIONAL GUARD Family and Warrior Support 2405 Logistics Road Jefferson City, MO 65101	ANNOUNCEMENT: Yellow Ribbon ADOS 18-01 OPENING DATE: 4 October 2017 CLOSING DATE: 18 October 2017
TELEPHONE NUMBERS: Commercial (573) 638-9500 Fax (573) 638-9500 ext 37096	<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: Yellow Ribbon Support Specialist MOS Non-Specific E4 –E5	LOCATION: Family and Warrior Support Patriot Center, ISTS, Jefferson City, Missouri
Additional Information: Tour Start Date: 1 November 2017 Tour End Date: 30 September 2018	FOR MORE INFORMATION: SFC Tyler King (573) 638-9500 ext 37096 Email: tyler.J.king.mil@mail.mil
WHO MAY APPLY: <p style="text-align: center;">APPLICATIONS WILL BE ACCEPTED ONLY FROM:</p> <ul style="list-style-type: none"> • All Sources (M-Day and Technician) who are SPC (E4) and SGT (E5) can apply. <p><u>CURRENT MILITARY GRADE REQUIREMENTS:</u> E4-E5's may apply. MOS non-specific</p> <p><u>DUTIES AND RESPONSIBILITIES</u> Event Plus - creating and maintaining funding forms, evaluations, excel spreadsheets, actuals and other reports. DTS - creating and processing ITA's, authorizations and vouchers.</p> <p>Yellow Ribbon Event prep- create events, agendas, statement of works, sign in rosters, IPR's, emails and unit packets for commands, order prints, and coordinates VOW/CRS, and vendors/briefers. Be prepared to travel in support of events.</p> <p>Tracks MOB roster for schedule changes and additions to deployments. Processes orders in AFCOS. Individual will be subject to unusual work schedule and frequent TDY. Performs other duties as assigned.</p> <p style="text-align: center;"><input type="checkbox"/> MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED <input type="checkbox"/></p>	

TOUR CONTINUATION: Anticipated duration is 1 November 2017 through 30 September 2018. 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. 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 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. (Page 1)
- 3. Copy of DA Form 705 (Army Physical Fitness Test Score Card)** the latest APFT must have been taken within the past 6 months.
- 4. Copy of DA Form 2-1 (Personnel Qualification Record) or 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.** If over 40 years old, provide a copy of your cardiovascular screening. Pregnancy Test: Negative within 15 days of tour start date (can be completed after interview and selection).
- 8. Memorandum for Record Height and Weight Verification and Copy of DA Form 5500-R (Body Fat Worksheet)** if applicable.
- 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. NGB Form 23 (Retirement Point Summary)** and/or a Statement of Service. RPAM must be current within one year, not to exceed 17 years of AFS or 6 consecutive years of AFS without at least a 31 day break. Also include copies of all DD Form 214s and NGB Form 22s if applicable.
- 11. Memorandum for Record Verification of Clearance G2 Format or must be eligible to obtain a Security Clearance.**
- 12. Brigade Commanders Release Letter** (Can be completed after interview and selection)

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: Family and Warrior Support, Attn: SFC King, 2405 Logistics Road, Jefferson City, MO 65101

Scan/Email completed packets to: tyler.l.king.mil@mail.mil ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS.