

AMENDEMENT

ARMY GUARD AGR VACANCY ANNOUNCEMENT

Missouri Army National Guard Human Resources Office ATTN: NGMO-HRA 2302 Militia Drive Jefferson City, MO 65101-1203	Announcement Number: A16-251A Opening Date: 7 November 2016 Closing Date: 6 December 2016
Telephone Numbers: Commercial (573) 638-9674 DSN 555-9674 Website: http://www.moguard.com	<input type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input checked="" type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government.
Position Title, MOS and Grade: Admin NCO MOS: 15P2O SGT (E5)	Location: HHC, 35 CAB Sedalia, MO 65301
Additional Information:	For More Information: LTC Bodenschatz, 816-559-4100

Applications Will Be Accepted Only From:

All Sources (M-Day, Technician, and AGR) who are SPC (E-4) and above may apply. Individuals whose rank exceeds the maximum grade for this position will be required to take a reduction in rank prior to accepting the position. In an effort to ensure that the Missouri National Guard is taking every effort to protect Personally Identifiable Information (PII), all full-time personnel with access to PII, regardless of their PMOS, are required to possess a final SECRET security clearance.

Additional Requirements

(If you do not meet all of these requirements, your application packet will be rejected.)

Military Occupational Specialty (MOS): 15P. Applications will be accepted from individuals who meet the prerequisites outlined in NGR 600-5, DA PAM 611-21 and AR 135-18. Individuals whose rank exceeds the maximum grade for this position will be required to take a reduction in rank prior to accepting the position. Individual selected for this position will be required to satisfy a stabilization period IAW current HRO guidance. Applications will be accepted from individuals who meet the prerequisites outlined in NGR 600-5, DA PAM 611-21 and AR 135-18. Required security clearance IAW appropriate regulation.

b. *Physical demands rating and qualifications for initial award of MOS.* Aviation operations specialist must be in the grade of SGT (non-promotable) or below. Exceptions: Soldiers that have held MOS 15Q for a minimum of 12 months at skill level 1 or 2, 18 months at skill level 3 or 24 months at skill level 4. Waivers and/or exceptions must be approved by Cdr, USAAWC, ATTN: ATZQ-AP, Ft Rucker, AL 36362-5000.

(1) Aviation operations specialist must possess the following qualifications:

(a) A physical demands rating of medium.

(b) A physical profile of 222221.

(c) Qualifying scores.

1. A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

2. A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

3. A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 July 2004.

(d) A security eligibility of SECRET is required for the initial award and to maintain the MOS.

(e) A U.S. citizen.

(f) Alcohol and drug abuse as defined below will disqualify any Soldier or potential enlistee from this MOS. This disqualification will not be waived, even though the Soldier/potential enlistee satisfactorily completes the Army Substance Abuse Program (ASAP) or a civilian equivalent, except as specified below:

1. A medically diagnosed history of alcohol abuse as defined in the substance use disorder section of the Diagnostic and Statistical Manual, 4th Edition, 2000 (DSM IV) is disqualifying. Cdr, HRC may waive this disqualification after a Soldier/potential enlistee in this MOS successfully completes the ASAP Education, out-patient or inpatient programs, or its civilian equivalent, based on the recommendations of the chain of command and the Cdr, USA Aeromedical Center. A Soldier/potential enlistee who completes any aspect of ASAP and is involved in an additional offense involving alcohol or alcohol abuse will be immediately reclassified or denied enlistment in this MOS as a high risk.

2. Except as provided in (e) below, a wrongful or improper use of narcotic or other controlled substance or dangerous drug as defined by 21 USC 801, et seq, is disqualifying.

3. A positive result of urine test administered per AR 600-85 that leads to medical evaluation and a finding of "no diagnosis apparent, improper use" is disqualifying.
 4. Except as provided in (e) below, a documented instance of the use, sale, transfer, possession, or manufacture of any narcotic or other controlled substance or dangerous drug as defined by 21 USC 801, et seq, is disqualifying. A documented instance includes conviction by any courts martial or any civilian court. Convictions include juvenile adjudication, no n judicial punishment under Article 15, UCMJ, or voluntary confession after proper rights warning according to Article 31(b), UCMJ.
 5. A Soldier or potential enlistee will not be disqualified for teenage n judicial punishment under Article 15, UCMJ, or voluntary confession after proper rights warning according to Article 31(b), UCMJ.
 5. A Soldier or potential enlistee will not be disqualified for teenage civilian experimentation with marijuana or other cannabinoids disclosed in voluntary confessions of drug experimentation documented solely by information obtained from SF 2808, or SF 2807-2. (Experimentation is defined as one time use or casual use over a short period of time resulting from peer pressure.) The use disclosed must have occurred prior to the individual's eighteenth birthday, and prior to enlistment in any armed force.
- (g) Formal training (completion of a resident MOS 15P course conducted under the auspices of the U.S. Army Aviation Warfighting Center) mandatory. Waiver for formal training criteria must be submitted to Cdr, USAAWC, ATTN: ATZQ-AP, Ft Rucker, AL 36362-5000 for approval.

c. Additional skill identifiers.

- (1) A2--Aviation Safety.
- (2) P5--Master Fitness Trainer.
- (3) Q2--Aviation Life Support Equipment (ALSE).
- (4) 1X--Green Belt in Lean Six Sigma (personnel only).
- (5) 1Y--Black Belt in Lean Six Sigma (personnel only).
- (6) 1Z--Master Black Belt in Lean Six Sigma (personnel only).
- (7) 2A--Non-Lethal Weapons Trainer (personnel only).
- (8) 2B--Air Assault (personnel only).
- (9) 2S--Battle Staff Operations (skill level 3 and above).
- (10) 4A--Reclassification Training.
- (11) 5A—Joint Air Tactical Operations.
- (12) 5U—Tactical Air Operations.
- (13) 5W--Jumpmaster (personnel only).
- (14) 6Q--Additional Duty Safety NCO (Reserve Component personnel only).
- (15) 6T--Military Auditor (Reserve Component personnel only).
- (16) 8P--Competitive Parachutist (skill level 2-4 personnel only).

d. Physical requirements and standards of grade. Physical requirements and SG relating to each skill level are listed in the following tables:

- (1) *Table 10-15P-1.* Physical requirements.
- (2) *Table 10-15P-2.* Standards of grade TOE/MTOE.
- (3) *Table 10-15P-3.* Standards of grade TDA.

NOTE: PER AR 135-18 SSG, or above, must possess the required grade and MOS level authorized for the AGR duty position. Soldiers that do not meet this requirement will be required to take a voluntary reduction until Duty MOS Qualified. If Warrant Officer or Commissioned Officer you must contact the Human Resource Office for further guidance.

Promotion Potential: Maximum grade for this position is **SGT (E5)**.

Current Military Grade Requirements: All Sources (M-Day, Technician, and AGR) who are SPC (E-4) and above may apply.

Position: Recruiting and Retention NCO Applicants, IAW ALARACT 193-14 & National Guard Regulations, must be able to pass all Position of Trust background check requirements before being interviewed and hired for position.

Applicants Must at Application Time:

1. Be able to pass the Standard Army Physical Fitness Test (APFT).
2. Be at least 18 years of age or not have reached your 55th birthday. Must not be receiving any military retired pay.

3. Be able to serve at least three years on active duty status prior to completing 18 years Active Federal Service and be able to serve three years on active duty prior to mandatory removal based on age or service.

4. Meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Must meet height and weight standards of AR 600-9. Must be medically certified as drug free and test negative for HIV in accordance with AR 40-501 and AR 600-110. Females who are NOT currently members of the Army National Guard must not be pregnant in accordance with AR 40-501 and AR 600-110. Must have current MOS Medical Retention Board (MMRB) if required.

5. Not have been involuntarily released from AD or FTNGD including AGR status or resigned in lieu of adverse personnel action. If voluntarily released from the AGR program, one year must have elapsed since the date of the release.

6. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.

7. Must be a United States citizen to apply.

Duties and Responsibilities: Performs duties of and supervises the functions of the preceding skill levels. Supervises specific human resources functions in a personnel office; advises supervisor on Soldiers, personnel readiness, and strength levels of supported reporting units; reviews consolidated reports, statistics, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel; reviews and prepares correspondence, messages, orders, reports, and forms, Performs other duties as assigned.

PULHES: Applicants with 3 or greater in PULHES must have a MOS Medical Retention Board IAW AR 600-60.

Mandatory Training: This position may require mandatory formal training for full time support (FTS) personnel. Check with your unit or AGR Management Office for training requirements. Failure to complete the NGB prescribed courses at the Professional Education Center (PEC) for FTS personnel within the first year of employment or reassignment may be cause for reassignment or termination.

MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED

AMENDED TO CHANGE CLOSING DATE TO 6 DECEMBER 2016

IMPORTANT NOTICE

Applications will be screened after the job closing date; therefore, all documents must be current and valid as of the closing date. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after 1700 CST on the closing date. Applications received after 1700 CST on the closing date of the vacancy announcement will be rejected. A separate application is required for each vacancy announcement.

Instructions for Applying

If you are unable to provide any of the documents below or your documents do not comply with the above guidance, a memorandum must be submitted explaining the discrepancy.

Individuals must submit the following REQUIRED documents:

1. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position). ENSURE position announcement number and position title are completed. This form must be signed and dated. Ensure you explain any "YES" answers per instructions on NGB Form 34-1 section V (except Questions 9 & 17).
2. Current DA Form 705 (Army Physical Fitness Test Score Card). The latest APFT must have been taken within the past 6 months for AGRs and 12 months for Technicians and M-Day Soldiers.
3. Current Enlisted Record Brief/Officer Record Brief.
4. Most recent ASVAB scores on a REDD Report or page 1 of DD 1966 series (Enlisted only).
5. DA Form 3349 (Physical Profile) and MOS Medical Retention Board (MMRB) results (if applicable).
6. Current MEDPROS - IMR (Individual Medical Readiness) Form (must show PHA date within last 12 months).
7. Last three (3) NCOERs/OERs. If the full three NCOERs/OERs are not available, you must submit a memorandum explaining missing NCOERs/OERs. NOTE: Applicants E5 and below, must submit character statement from your chain of command attesting to your character of service if the full three NCOERs/OERs are missing.
8. Most recent NGB Form 23 (Retirement Point Summary) and/or a Statement of Service.
9. All DD Form 214s (member copy 4) and NGB Form 22s.
10. Memorandum from unit stating whether or not unfavorable actions or flags are pending dated within 60 days of closing date (sample on web site).
11. Memorandum from unit annotating your current security clearance dated within 60 days of closing date (sample on web site).
12. If necessary, memorandum from over-grade applicant stating that they will voluntarily take a reduction in rank if selected for the position.
13. (RECRUITING & RETENTION ONLY) DD 369 Police Record Check. Section I, Blocks 2 through 9 must be complete (Do not complete block 10) and Section II, Block 11 must be signed.
14. (RECRUITING & RETENTION ONLY) DA 7424 Sensitive Duty Assignment Eligibility Questionnaire. Must be completed and signed.

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 JOB. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. Applicants are responsible for maintaining a copy of their applications. If you have questions please see FAQs on the web site. If you still have questions call the AGR section well in advance of the closing date at 573-638-9500 ext 39757.

Application Submission: Submit your application to: Missouri National Guard Headquarters, ATTN: NGMO-HRD-AGR, 2302 Militia Drive, Jefferson City, MO 65101-1203 or using SAFE (<https://safe.amrdec.army.mil/SAFE/>) in one .pdf file to ng.mo.moarng.mbx.jfmo-hrt-agr-job-applications@mail.mil (SAFE Instructions are below). **APPLICATIONS SUBMITTED AS AN UNENCRYPTED E-MAIL ATTACHMENT WILL NOT BE ACCEPTED.**

SAFE Instructions: Website: <https://safe.amrdec.army.mil/safe>

1. Select accordingly if you are accessing the website from a computer with CAC Access or not. Note: Either option will allow you to send an encrypted file.
2. Enter or confirm your name is entered, then enter email address (all e-mail addresses work with SAFE).
3. Click Browse to attach your PDF File and once selected it will appear under File(s) (Applications must be submitted as one file).
4. Once you see the file, click the Box next to Privacy Act Data.
5. To the right, in the Box "Description of Files," please enter the following: "Announcement Number", "Position Title", and "Your Last Name" (ie: A15-114, Recruiter, Smith)
6. Under Recipient Information enter the email address: ng.mo.moarng.mbx.jfmo-hrt-agr-job-applications@mail.mil and Click Add.
7. Confirm the e-mail address has moved to the Recipients List Box next to where you entered it.
8. Under Email Setting, Click on the following boxes:
 - Encrypt email message when possible.
 - (Optional) Notify me when file(s) downloads are STARTED (system generated email).
 - Notify me when file(s) downloads are COMPLETED (system generated email).
 - Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)).
9. Click on FOUO.
10. Click Upload.

Salary: Salary IAW current rank and active duty pay documents.

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.