

# ARMY GUARD AGR VACANCY ANNOUNCEMENT

<b>Missouri Army National Guard</b> <b>Human Resources Office</b> <b>ATTN: NGMO-HRA</b> <b>2302 Militia Drive</b> <b>Jefferson City, MO 65101-1203</b>	<b>Announcement Number:</b> A17-129  <b>Opening Date:</b> 10 May 2017  <b>Closing Date:</b> 31 May 2017
<b>Telephone Numbers:</b> Commercial (573) 638-9674 DSN 555-9674 <b>Website:</b> <a href="http://www.moguard.com">http://www.moguard.com</a>	<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.
<b>Position Title, MOS and Grade:</b> PSDR NCO MOS: 27D SGT (E-5)	<b>Location:</b> HHC, 1-138 In Regt Kansas City, MO 64129
<b>Additional Information:</b> ATTENTION: New document requirement in checklist for all current FTUS. Please see item 15.	<b>For More Information:</b> CPT Marie Watkins, 816-922-5067

## Applications Will Be Accepted Only From:

**ALL SOURCES (Army National Guard M-Day, Technician, and AGR) who are SPC (E4) and above may apply. (If not currently a member of the Missouri Army National Guard, must be eligible for immediate enlistment or appointment).** 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): 27D.** 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.

*Physical demands rating and qualifications for initial award of MOS.* Unit supply specialist must possess the following qualifications:

(Qualifications in subparagraphs 8, 9, 10, 11, 12 and 14 below are required for award or retention of MOS). Paralegal specialists must possess the following qualifications:

- (1) A physical demands rating of light.
- (2) A physical profile of 222121.
- (3) Qualifying scores.
  - (a) A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 107 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- (4) Successful display of typing a minimum of 25 words per minute (WPM) or with a typing test administered with industry-standard computer software (e.g. Mavis Beacon).
- (5) Must have, at a minimum, a General Equivalency Diploma (GED).
- (6) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
  - (a) Requirements for a SECRET eligibility is effective 1 June 2005 for all new accessions into MOS 27D.
  - (b) Requirement for a SECRET eligibility is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.
- (7) The Soldier must be a U.S. citizen.
  - (a) Requirements to be a U.S. citizen is effective 1 June 2005 for all new accessions into MOS 27D.
  - (b) Requirement to be a U.S. citizen is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.
- (8) No court martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).
- (9) No record of civil conviction other than minor traffic offenses. (Minor non traffic offense civil conviction waivable by HQDA (AHRC-EPM-A), with OTJAG approval.)
- (10) No record of lost time under 10 U.S.C. 972, see appendix 3, MCM. (Waivable by HQDA (AHRC-EPM-A) with OTJAG approval.)
- (11) No pattern of undesirable behavior as evidenced by civilian or military record.
- (12) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- (13) Formal training (completion of full 10 week, 3 day, MOS 27D course, 512-27D10, conducted under the auspices of the U.S.

Army Adjutant General School, Paralegal Specialist Course) mandatory for all Soldiers. Prior service as a paralegal in sister services does not meet required Army paralegal qualifications. (Active Component: available only to SGT and below. Request for waiver for non-promotable SSG may be submitted to OTJAG, Regimental Command Sergeant Major, ATTN: DAJA-RCSM; Reserve Component and National Guard: Available only to SGT and below. Request for waiver for SSG through MSG may be submitted to OTJAG, Regimental Command Sergeant Major, ATTN: DAJA-RCSM.

(14) Paralegal certification by The Judge Advocate General (TJAG), per (AR) 27-1, Judge Advocate Legal Services.

**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 (E-5)**.

**Current Military Grade Requirements: ALL SOURCES (Army National Guard M-Day, Technician, and AGR) who are SPC (E4) and above may apply.**

**Position:** All service members applying for any positions within the Recruiting and Retention Bn must be able to pass all Position of Trust background check requirements before being interviewed and hired for a position IAW ALARACT 193-14 & National Guard Regulations.

**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. Supervise specific human resources functions in a personnel office and human resources support activity. Advises commanders on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, 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. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems.

**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.

**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.

**MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED**

## **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) (USE LATEST VERSION 20131111). 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. All service members applying for any positions within the Recruiting and Retention Bn: 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. All service members applying for any positions within the Recruiting and Retention Bn: DA 7424 Sensitive Duty Assignment Eligibility Questionnaire. Must be completed and signed.
15. Full-time Missouri Army National Guard Soldiers (AGR or Tech) ONLY: memorandum certifying they have notified their immediate supervisor of their intention to apply for this AGR vacancy.

**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](mailto: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 (1) file). **WARNING-** When combining documents into one PDF file ADOBE may strip digital signatures from documents. It is your responsibility to check your packet to make sure all documents needing signatures have them before uploading your packet to the SAFE system.
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](mailto:ng.mo.moarng.mbx.jfmo-hrt-agr-job-applications@mail.mil) and Click Add. **WARNING-** If the above email address is not typed **exactly** as shown, your packet will not go to the correct mailbox. If this happens, our office will not be able to download, review or accept your packet for the current position.
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.