

## ARMY GUARD AGR VACANCY ANNOUNCEMENT

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| <b>Missouri Army National Guard</b><br><b>Human Resources Office</b><br><b>ATTN: NGMO-HRA</b><br><b>2302 Militia Drive</b><br><b>Jefferson City, MO 65101-1203</b> | <b>Announcement Number:</b> A17-134<br><br><b>Opening Date:</b> 19 May 2017<br><br><b>Closing Date:</b> 2 June 2017   |
| <b>Telephone Numbers:</b><br>Commercial (573) 638-9674<br>DSN 555-9674<br><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.<br><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><br>Readiness NCO<br>MOS: 46Q<br>SSG (E-6)  | <b>Location:</b><br><br>JFHQ-MO, 70 <sup>th</sup> PA Det<br>Jefferson City, MO 65101  |
| <b>Additional Information:</b><br><b>ATTENTION: New document requirement in checklist for all current FTUS.</b>  | <b>For More Information:</b><br><br>1LT Anna Gutierrez, X 37770   |

### Applications Will Be Accepted Only From:

**On Board AGR members who are SSG (E-6) and above may apply.** 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): 46Q.** (Note: If not currently MOS qualified, selected individual has one (1) years from date of selection to become qualified.) 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.* The public affairs specialist must possess the following qualifications:

- (1) Physical demands rating of medium.
  - (2) A physical profile of 211121.
  - (3) Qualifying scores.
    - (a) A minimum score of 110 in aptitude area GT on ASVAB tests administered prior to 1 July 2004.
    - (b) A minimum score of 107 in aptitude area GT on ASVAB tests administered on and after 1 July 2004.
  - (4) Be a high school graduate or GED equivalent.
  - (5) Show proof by official transcript of having successfully completed at least 2 years of high school English.
  - (6) Must possess a valid State motor vehicle operator license.
  - (7) A security eligibility of SECRET.
  - (8) No information in the Provost Marshall, intelligence, MPF or medical records that would prevent the granting of a security access under the provisions of AR 380-87.
  - (9) No derogatory or adverse information that would preclude the granting a SECRET security eligibility (provided within the SF Form 86).
  - (10) No records of conviction by a court-martial. (11) Successful completion of basic computer or keyboarding course at high school, trade or technical school, college or university. Successful display of typing 20 words per minute (WPM) or a typing test administered with industry-standard computer software (e.g. Mavis Beacon) can be used in lieu of course completion.
  - (12) Active Army (AA) accessions into MOS 46Q:
    - (a) AA Soldiers who are reclassifying must be a SGT or eligible for promotion to SGT. Soldiers must complete MOS 46Q training. Soldiers who have not graduated BNCOC training will attend PA BNCOC.
    - (b) AA non-prior-service accessions must have either a 2-year or 4-year degree and eligible for PFC or SPC rank.
  - (13) Formal training:
    - (a) MOS training is mandatory for AA (in-service-accession and non-prior-service accessions eligible for the SPC) and non-prior-service RC Soldiers.
    - (b) AA and non-prior service RC Soldiers must graduate the Basic Public Affairs Specialist-Writer Course at the Defense Information School (DINFOS), Ft George G. Meade, MD. Prior service RC Soldiers, who have not graduated the Basic Public Affairs Specialist-Writer Course, must complete Phase I MOS 46Q Army Correspondence Course and Phase II Public Affairs Reclassification Course (DINFOS).
  - (14) All exceptions to policy for training or reclassification must be submitted to Director, U.S. Army Public Affairs Center, 8607 6th ACR Road, Ft George G. Meade, MD 20755-5650, for final approval.
- c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).

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

- (1) *Table 10-46Q-1.* Physical requirements.
- (2) *Table 10-46Q-2.* Standards of grade TOE/MTOE.
- (3) *Table 10-46Q-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 **SSG (E-6)**.

**Current Military Grade Requirements:** On Board AGR members who are **SSG (E-6)** 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:** Responsible for supervising the successful accomplishment of the commander's mobilization readiness objectives. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates, and maintains comprehensive mobilization plans. Reviews and implements mobilization directives and regulations. Obtains all required data for the unit status report and assists the commander in preparing readiness reports.

**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 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**

**Individuals must submit the following REQUIRED documents or a memorandum explaining why item is missing or not in compliance:**

- 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 any "YES" answers are explained, per instructions on NGB Form 34-1 section V (except Questions 9 & 17). (This form can be found at *MOGUARD.COM – Jobs - Active Guard Reserve (AGR) - Application Forms & Information*) <http://www.ngbpd.c.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>
- Current DA Form 705 (Army Physical Fitness Record). The latest APFT must have been taken within the past 6 months for AGRs and 12 months for Technicians and M-Day Soldiers from the closing date of the job announcement. <https://iperms.hrc.army.mil/rms/>
- Current Enlisted Record Brief (ERB), Current Officer Record Brief (ORB). <https://iperms.hrc.army.mil/rms/>
- Enlisted Soldiers only- Most recent ASVAB test scores on a page 1 of DD 1966 series Record of Military Processing-Armed Forces of the United States (DD 1966) or local Recruiter can print out a REDD Report with ASVAB scores. These are the only two documents used to validate scores. <https://iperms.hrc.army.mil/rms/>
- Enlisted Soldiers- Last three (3) Enlisted/NCO Evaluation Reports (DA 2166) also known as NCOERs. If the full three NCOERs are not available, applicant must submit a memorandum explaining missing NCOERs. NOTE: Applicants E5 and below who do not have all three NCOERs must have a unit member within their chain of command provide a memorandum attesting to the Soldier's character of service (Reference Letter). <https://iperms.hrc.army.mil/rms/>
- Officers- Last three (3) Officer Evaluation Reports (DA 67) also known as OERs. If the full three OERs are not available, applicant must submit a memorandum explaining missing OERs. <https://iperms.hrc.army.mil/rms/>
- Most recent Army National Guard Annual Statement (NGB 23A or NGB 23) also known as Retirement Point Summary and/or a Statement of Service. <https://iperms.hrc.army.mil/rms/>
- All Certificates of Release or Discharge from Active Duty (DD 214), copies must have Block 24 showing Character of Service and all Reports of Separation and Record of Service (NGB 22). <https://iperms.hrc.army.mil/rms/>
- Physical Profile (DA 3349) and MOS Medical Retention Board (MMRB) results (Only if applicable). <https://login.us.army.mil/suite/login>
- Current IMR Record (Individual Medical Readiness) this form will show last PHA date, this date must be within last 12 months of closing date of job announcement. <https://login.us.army.mil/suite/login>
- Memorandum from unit stating whether or not unfavorable actions or flags are pending, dated within 60 days of closing date. <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx>
- Memorandum from unit annotating current security clearance, dated within 60 days of closing date (sample on web site). <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx>
- If necessary, memorandum from over-grade applicant stating that they will voluntarily take a reduction in rank if selected for the position. <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx>
- 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.** <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx>

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. <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx> or <http://armypubs.army.mil/>

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 by Soldier in blocks 5 and 6 and Commander in blocks 7, 8 and 9. <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx> or <http://armypubs.army.mil/>

**CAUTION: IF YOUR APPLICATION PACKET DOES NOT PROVIDE ALL OF 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:**

1. Using SAFE (<https://safe.amrdec.army.mil/SAFE/>), combine all documents into 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). **OR**

2. Mail your application to: Missouri National Guard Headquarters, ATTN: NGMO-HRD-AGR, 2302 Militia Drive, Jefferson City, MO 65101-1203

**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.