

## 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> A17-139<br><br><b>Opening Date:</b> 19 May 2017<br><br><b>Closing Date:</b> 29 May 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>Admin NCO<br>MOS: 88M<br>SGT (E-5)  | <b>Location:</b><br><br>138th FSC<br>Jefferson City, MO 65109   |
| <b>Additional Information:</b><br><b>ATTENTION: New document requirement in checklist for all current FTUS.</b>  | <b>For More Information:</b><br><br>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): 88M.** (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.

*Physical demands rating and qualification for initial award of MOS.* Motor transport operators must possess the following qualifications:

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 222222.
- (3) Color discrimination of red/green.
- (4) Qualifying scores.
  - (a) A minimum score of 90 in aptitude area OF in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 85 in aptitude area OF on ASVAB tests administered on and after 2 January 2002.
- (5) Must have a valid State motor vehicle license (not due to expire prior to completion of AIT).
- (6) MOS qualification may be attained by meeting the Army Civilian Acquired Skills Program (ACASP) criteria per paragraph 9-5b (5)(b) of this pamphlet and qualifications (a), (b), and (c) below:
  - (a) Have 2 years of experience as driver of vehicles rated at 5 tons and higher.
  - (b) Have a valid State motor vehicle license.
  - (c) Must successfully complete a 4 week follow-on transportation training course after basic training.

**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. 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.

**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.ngbpdcc.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.