

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: A17-230 Opening Date: 6 October 2017 Closing Date: 16 October 2017
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: Planning & Programming Unit Manager MOS: Immaterial MAJ (O4)	Location: MOARNG (Construction & Facilities Mgmt Office) Jefferson City, MO 65101
Additional Information: ATTENTION: New document requirement in checklist for all current FTUS. Please see item 15.	For More Information: COL Lawrence Stegeman, 573-638-9750

Applications Will Be Accepted Only From:

On Board Title 10 or Title 32 AGR members of the MOARNG who are MAJ (O4) 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): Immaterial. 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.)

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 **MAJ (O4)**.

Current Military Grade Requirements: On Board Title 10 or Title 32 AGR members of the MOARNG who are MAJ (O4) 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: Serves as a principal advisor and action officer to the CFMO on all proposed ARNG construction, maintenance, and facilities management plans within the state. Responsible for developing, maintaining, and coordinating the state's Real Property Master Plan (RPMP), Long Range Construction Plan (LRCP), State and Federal Capital Plans, and Facilities Life Cycle Plan (FLCP). Serves as a principal advisor and action officer for all ARNG construction, maintenance/ repair, and facilities management programs within the state. Responsible for developing, maintaining, and coordinating the state's MILCON, Unspecified Minor MILCON (UMI), and RPOM program documents. Receives, verifies, and coordinates approval of all ARNG initial requests for construction and maintenance/repair projects. Investigates MILCON, TJMI, and RPOM requirements to determine propriety. Provides guidance and direction on project scope, preparation of project estimates, economic analyses, and programming documents. Approves location and arrangement of facilities, identifies and/or recommends appropriate funding sources, and submits proposed projects to appropriate authority for final approval and funding authorization. Develops and maintains the State's Real Property Development Plan (RPDP). Coordinates environmental studies of proposed plans with state environmental personnel. Coordinates the integration of the Range Development Plan into the Real Property Development Plan with the training function. Oversees management of all ARNG real property. Responsible for the acquisition, management, and termination of real property interests; maintenance of real property accountability, the Facility Inventory and Stationing Plan (FISP), Army Stationing and Inventory Plan (ASIP), other real property inventories; and the validation of real property quantities. Translates the requirements into procurement specifications. Determines and recommends appropriate methods of acquisition, (i.e., transfer, exchange, agreement, license, lease, permit, purchase, reassignment, etc.). Oversees title searches to obtain evidence or related information (courthouse research) to determine proper ownership of properties, and identifies any unusual circumstances related to that title or ownership. Develops clauses outlining terms and conditions related to contracts, leases, licenses, and other authorizing documents. Negotiates terms and conditions to maintain compliance, satisfies the needs of the users, and maintains cost efficiency. Oversees preparation, validation, and annual submission of the Installation Status Report (ISR). Oversees development, maintenance and update of ARNG Energy Programs. Identifies possible energy conservation measures and promotes use of the Energy Conservation Programs (ECP), and Energy Conservation Savings Programs (ECSP). Researches energy providers; new energy systems and technology; and state and Federal regulations. Interprets economic impact of energy laws and policies, recommends new technology/equipment, and advises staff of impact. Maintains close liaison with senior ARNG commanders and personnel, state and local government authorities, the Corps of Engineers and NGB. Executes functions in the absence of the CFMO. Ensures all plans are in compliance with governing Federal, state and local laws; and within ARNG policies, procedures and guidelines. Coordinates with state Geographic Information Officer (GIO) for the establishment and development of an Enterprise Geographic Information System (EGIS) for the FMO for use in planning and installation management. Serves as the principal advisor to the CFMO for web based information systems and management of these systems within the department to include establishment of an installation GIS and CADD database of record and Electronic Document Management implementation and use. Administers, plans, coordinates, and directs the activities of subordinate personnel. These individuals may be on various types of employment status such as technician, AGR, or state employees. Performs the full scope of supervisory personnel functions including the assignment of duties; participates in the interview and selection of employees; schedules and approves leave; ensures indoctrination of new employees; provides training; evaluates performance; initiates action to upgrade positions; and resolves disciplinary problems. Established shift schedules and assigns personnel based on workload to ensure adequate coverage of operations. Supports and takes affirmative action with consideration of Equal Employment Opportunity in all aspects of personnel actions. Keeps employees informed of NGB goals, objectives, and policies; and informs management of employee input and concerns. Performs other duties as assigned.

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

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.

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

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.ngbpdc.ngb.army.mil/forms/Adobe/ngbf34-1.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 (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 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.