



MISSOURI NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
IKE SKELTON TRAINING SITE  
2302 MILITIA DRIVE  
JEFFERSON CITY, MISSOURI 65101-1203

S: MAY 26 2017  
MAR 30 2017

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MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Traditional Position Announcement with **MO RTI, Ft Leonard Wood, MO (SWVA #17-0125)**

1. **MO RTI, Ft Leonard Wood, MO** has a vacant 12N48, E7/SFC Instructor position (Para/Line 003B/01). See the enclosed vacancy announcement for duties and qualifications.
2. **Interested Soldiers** must submit the attached application and all required documentation to HQ, 140<sup>th</sup> Regiment (MO RTI), ATTN: SFC Patricia Parton, 13314 Artillery Circle, Ft Leonard Wood, MO 65473 or via email at [patricia.l.parton2.mil@mail.mil](mailto:patricia.l.parton2.mil@mail.mil) **NLT 26 May 2017** Reference EPS Control # 17-0125 on all documents.
3. **All units** will post this announcement on the unit bulletin board **and** in their monthly newsletter thru the suspense date.

FOR THE MILPO:

Encl

  
RICHARD W. HOPKINS  
CPT, AG, MOARNG  
MCMB OIC

**MISSOURI NATIONAL GUARD  
VACANCY ANNOUNCEMENT**

**Opening Date: 30 March 2017**

**Closing Date: 26 May 2017**

**Position: 12N Instructor**

**Grade: E-7/SFC**

**DMOS: 12N (1 vacancy)**

**Para/Lin: 003B / 01**

**Location: 140th Regiment (MO-RTI), FT Leonard Wood, MO**

**APPOINTMENT FACTORS:** The vacancy is a **TRADITIONAL GUARD** position.

**M-DAY APPLICANTS MUST:**

1. Meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Meet height and weight standards of AR 600-9.
2. Must be able to pass the Army Physical Fitness Test (APFT).

**Minimum Military Grade:** SSG/E-6 promotable

**Maximum Military Grade:** SFC/E-7

**WHO MAY APPLY:** All qualified Missouri Guard members and those eligible for enlistment or transfer into the Missouri Army National Guard in the rank of Staff Sergeant, and Sergeant First Class. Soldiers must have served in the PMOS for which they are applying for a minimum of one year.

**MAJOR DUTIES:** Instruct, evaluate and counsel students IAW standards in POI course support material and SOP. Courses include, but are not limited to MOS-T for primary MOS, Observer/Controller, and Foundation Instructor Facilitator Course (FIFC). Soldiers will be expected to travel throughout the state for instructor duty. The ability to work more than one two-week Annual Training period per year is expected.

**PHYSICAL DEMANDS AND QUALIFICATIONS:**

- (1) Possess mature judgment and initiative
- (2) Have no speech impediment
- (3) Display good military bearing
- (4) Be fully qualified in 12N with at least one year experience in that MOS.
- (5) Demonstrate the ability to be an instructor
- (6) Must display high moral character as determined by the following criteria:
  - (a) No pattern of undesirable behavior as evidenced by civil and military records
  - (b) No record of convictions by court martial
  - (c) No record of civilian conviction within the last two years other than minor traffic offenses
- (7) Must be able to meet TASS accreditation standards which are:

- (a) Be certified by proponent
- (b) DA Form 1059/DD Form 214 for the course being instructed
- (c) Complete Instructor Course (FIFC or equivalent), MOS certification board and be awarded Additional Skill Identifier (ASI) of 8 within 12 months
- (d) Meet physical standards of the vacancy specific MOS. Instructors with profiles must have authorization to maintain the applicable MOS. Exceptions must be verified by an approved waiver.
- (e) Must have a valid driver's license
- (f) One year experience in a leadership position in the MOS is preferred but not required
- (g) Deployment experience is preferred but not required

**HOW TO APPLY:** Soldiers' application packet should consist of the following required items:

1. Copy of DA Form 705 (Army Physical Fitness Test Score Card) with last two tests, with a passing score within the past 12 months. If applicable, provide a copy of DA Form 5500-R / 5501-R (Body Fat Worksheet).
2. Copy of current (up-to-date) ERB (Enlisted Record Brief, including ASVAB scores)
3. Copy of most recent MEDPROS IMR Report reflecting most recent PHA and PULHES. If applicable, please provide DA Form 3349 (Physical Profile)
4. Copies of last three (3) NCOERS and/or a statement by unit commander as to member's character of service (if three NCOERS are not applicable).
5. NGB Form 23 (RPAS Statement) with copies of all DD Form 214 and NGB Form 22
6. DA Form 1059 (Service School Academic Evaluation Report) for all NCOES attended and for the PMOS
7. Cover letter addressing your reasons for transfer to this position, to include contact phone and email information.
8. Letters of recommendation are suggested but not required.

**CAUTION:** If your packet does not provide all the information requested on the forms and documents listed above, you may lose consideration for the job and not be interviewed. **ONLY** complete packets will be considered for interview, incomplete packets will be returned to the applicant without further communication.

**FORWARD COMPLETED PACKETS TO:**

HQ, 140th Regiment (MO-RTI)  
ATTN: SFC Patricia Parton  
13314 Artillery Circle  
Ft Leonard Wood, MO 65473

Or, scan packets to: [patricia.l.parton2.mil@mail.mil](mailto:patricia.l.parton2.mil@mail.mil)

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.

THIS ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS

For more information, call SFC Patricia Parton at 573-329-9012