



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

S: MAY 26 2017
APR 11 2017

NGMO-PER-AB

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Traditional Position Announcement with **ARNG STAFF ELEMENT JFHQ-MO, Jefferson City, MO (SWVA #17-0193)**

- 1. ARNG STAFF ELEMENT JFHQ-MO, Jefferson City, MO** has a vacant **27D40, PARALEGAL NCO** position (Para/Line **300/09**). The current EPS list has been exhausted and the position is now open statewide.
- 2. A 27D40, Paralegal Specialist** supervises the operation of an installation legal office or section of a major command legal office. Plans, task-organizes, and provides logistical support to subsections. Coordinates the requisition and assignment of installation paralegal specialists/NCOs. Develops and implements installation training of paralegal specialists/NCOs.
- 3. MOS requirements:** Applicants must possess the 27D MOS as a primary, secondary or alternate MOS.
- 4. Select Reserve Bonus Consideration:** Any change in a Soldier's MOS, except as provided by normal rank progression as outlined in DA PAM 611-21, is not allowed and will terminate that Soldier's Select Reserve Incentive Program bonus, with recoupment. Accepting an SWVA slot is a voluntary change of MOS and falls outside of normal rank progression. Please consult your bonus contract and the Education & Incentives office at State if you have any questions.
- 5. Who May Apply:** Current MOARNG Soldiers in grades E5 to E7 who holds the MOS as a primary, secondary or alternate MOS or those who can be awarded the MOS without attending reclassification training, and E7 Active Army and USAR Soldiers who are 27D MOS qualified. Any Soldier who is not on the current EPS list. Transfer into the para/line is authorized. Upon completion of the requirements for promotion (MOSQ, NCOES, TIG, TIS), all pertinent information will be sent to NGMO-PER-AB for the next scheduled EPS Board or STAB. Once the Soldier appears on the EPS list, a request for promotion can be submitted. See the MOARNG 2017 EPS MOI, dated 29 September 2016.

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6. Interested Soldiers must submit the attached application and all required documentation to ARNG STAFF ELEMENT JFHQ-MO, ATTN: SGT Jamie L. Cockrell, 2302 Militia Dr, Jefferson City, MO 65101 or via email at jamie.l.cockrell.mil@mail.mil. Reference EPS Control # 17-0193 on all documents NLT

MAY 26 2017

7. 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

APPLICATION FOR VACANCY ANNOUNCEMENT

Announcement #	POSITION TITLE & LOCATION	
NAME: (Last, First, Middle)		RANK
CURRENT ADDRESS: (Street, City, State, Zip Code)		Contact PHONE #
Contact EMAIL Address:		
Currently Deployed? YES / NO - If YES, Unit and Location -		

REQUIRED DOCUMENTS CHECKLIST

INCOMPLETE PACKETS WILL BE RETURNED

- 1) Copy of ERB
- 2) Copy of most recent ASVAB Scores on a REDD Report or page 1 of DD 1966 series
- 3) E5 and above - Copies of last 3 NCOERS . If 3 NCOERS are not available, supplement with a recommendation memo from Platoon Sergeant, 1SG or Commander .
- 4) E3 & E4 - Recommendation memo from Platoon Sergeant, 1SG or Commander.
- 5) Copy of DA Form 705 (Army Physical Fitness Test Card). The latest 'RECORD' test must be within 12 months.
- 6) Copy of DA Form 3349 (Physical Profile) and MMRB results (if applicable)
- 7) Copy of DA Form 5500-R or 5501-R (Body Fat Worksheet) (if applicable)
- 8) Memorandum from unit stating whether or not unfavorable actions or flags are pending.
- 9) Security Clearance Verification (type/date) (if applicable)
- 10) Signed SWVA Statement of Agreement

SIGNATURE

DATE