



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

S: SEP 11 2017  
JUL 28 2017

NGMO-PER-AB

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Traditional Position Announcement with ARNG STAFF ELEMENT JFHQ-MO, Jefferson City, MO (SWVA #17-0480)

1. ARNG STAFF ELEMENT JFHQ-MO, Jefferson City, MO has a vacant 00F5B, ASSISTANT IG position (Para/Line 002/04). See the enclosed vacancy announcement for duties and qualifications.

2. Interested Soldiers must submit the attached application and all required documentation to OFFICE OF THE ADJUTANT GENERAL, NGMO-IG, ATTN: Ms. Lisa Beshear, 2302 Militia Dr, Jefferson City, MO 65101 or via email at [lisa.r.beshear.civ@mail.mil](mailto:lisa.r.beshear.civ@mail.mil). Reference EPS Control # 17-0480 on all documents


NLT

SEP 11 2017

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

**Position:** Assistant Inspector General

**Grade:** E-8/MSG

**DMOS:** Immaterial

**Location:** Joint Forces Headquarters Missouri National Guard, Jefferson City, MO

**APPOINTMENT FACTORS:** The vacancy is a **TRADITIONAL GUARD** position. This vacancy is **NOT** compatible for military technicians. IAW AR 20-1, Appendix B-2, paragraph d(3), Reserve component military technicians will not be approved for USAR TPU mobilization-day (M-day) IG positions unless the position is a dual-status technician and TPU or M-day IG position. The military technician must be assigned full time in an IG position and drill or conduct battle assemblies in an IG position. Otherwise, a conflict of interest would arise in holding two separate military positions – one full time and another in TPU or M-day status. The selectee applicant will be required to have a current DA Photo after their Missouri National Guard selection. The selected applicant's nomination packet will be forwarded through NGB-IG to DAIG for review and final approval by The Inspector General (TIG) of the Army. Once approved, the selectee is required to attend the 3-week Inspector General Course.

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

**Maximum Military Grade:** MSG/ E-8

**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 Master Sergeant. All E-7, SFC, must be on the current Enlisted Promotion List.

**MAJOR DUTIES:** All IGs are confidential advisors and fact-finders to the commander. All IGs are extensions of the eyes, ears, voice, and conscience of their commanders and are responsible for advising these commanders on the state of their commands and for enhancing the command's readiness and warfighting capability by investigation, and teaching and training on behalf of the commander and the Soldiers, Family members, DA civilian employees, contract employees, and retirees within the command.

## **PHYSICAL DEMANDS AND QUALIFICATIONS:**

- (1) Possess mature judgement and initiative.
- (2) Display good military bearing.
- (3) Demonstrate the ability to teach and train.
- (4) Must obtain and maintain a secret-level security clearance.
- (5) Tour considerations: NCOs 3 three years (4<sup>th</sup> year extension approved by command; 5<sup>th</sup> year extension approved by TIG).
- (6) High school or GED (required); advanced leader course (formerly BNCOC); SSD 3.
- (7) 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.
  - (d) Must have a valid driver's license.

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

1. Copy of current DA Form 705 (Army Physical Fitness Test Score Card) with last two tests, passing score within the past 12 months that includes height/weight, go/no-go, and body fat, if applicable, and go/no-go.
2. 5500-R/5501-R, Body Fat Worksheet (Only required if SM does not meet table weight; must be prepared and approved within the last 30 days).
3. Copy of current (up-to-date) ERB (Enlisted Record Brief, validated).
4. Physical profile (PULHES) (If not 1s, a copy of the profile, DA Form 3349, must be submitted).
5. Copies of last five (5) NCOERS (**Gaps, overlaps, or non-rated periods must be explained in memorandum format**)
6. NGB Form 23 (RPAS Statement) with copies of all DD Form 214 and NGB Form 22.
7. Proof of Security Clearance (JPAS Report)
8. Date(s) of Deployment (if SM has not deployed, self-justification memo must accompany nomination explaining reason for non-deployment experience).
9. The selected applicant is required to provide a current DA Photo to forward with their packet to DAIG for final approval. Ribbons and medals must match ERB.

**CAUTION:** If your packet does not provide all the information required 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:**

Office of the Adjutant General  
NGMO-IG (ATTN: Ms. Beshear)  
2302 Militia Drive  
Jefferson City, MO 65101-1203

Or scan packets to: [lisa.r.beshear.civ@mail.mil](mailto:lisa.r.beshear.civ@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 the IG Staff at 573-638-9615 or 573-638-9500, extension 39615.