

ADOS VACANCY ANNOUNCEMENT

MISSOURI NATIONAL GUARD HUMAN RESOURCES OFFICE ATTN: JFMO-HRA 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203	ANNOUNCEMENT: ADOS J1-01 OPENING DATE: 24 April 2012 CLOSING DATE: 02 May 2012
TELEPHONE NUMBERS: CW2 Susan C. Galloway 573-638-9637 Website: http://www.moguard.com	<input type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government.
POSITION TITLE, MOS AND GRADE: Education Services Support E6 and below	LOCATION: JFMO-J1 JEFFERSON CITY, MO 65101
ADDITIONAL INFORMATION: THIS IS A TEMPORARY ACTIVE DUTY OPERATIONAL SUPPORT POSITION	FOR MORE INFORMATION: 573-638-9637
WHO MAY APPLY: <p style="text-align: center;">APPLICATIONS WILL BE ACCEPTED ONLY FROM:</p> <ul style="list-style-type: none"> • MOARNG members who are E6 and below. <p><u>CURRENT MILITARY GRADE REQUIREMENTS:</u> E6 and below can apply.</p> <p><u>DUTIES AND RESPONSIBILITIES</u> The purpose of this position is to assist the Incentive Manager in cleaning up legacy data in iMARC prior to its transition to Guard Incentive Management (GIMS). Support SLRP eligibility documentation cleanup, GIMS data migration support, Selective Reserve Incentive Program (SRIP) and GI Bill Kicker internal controls.</p> <p>This individual will be required to have a security clearance.</p> <p>7 Positions available. Tour through 30 September 2012.</p> <p style="text-align: center;"><input type="checkbox"/> MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED <input type="checkbox"/></p>	

INSTRUCTIONS FOR APPLYING

INDIVIDUALS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:

- 1. DA FORM 1058-R** Soldier MUST sign blocks 22 and 24. Commander signs block 35e and records custodian must complete block 36a-d Verify Block 30.
- 2. TOUR ANNOUNCEMENT** – ADOS tour announcement or Memorandum from the unit offering the ADOS tour. Must have specific duty information also must include Point of Contact info w/phone numbers and how this tour will be funded.
- 3. Copy of DA Form 705 (Army Physical Fitness Test Score Card)** the latest APFT must have been taken within the past 12 months.
- 4. Copy of DA Form 2-1 (Personnel Qualification Record).**
- 5. Copy of MEDPROS** Individual Medical Readiness Record displaying evidence of: Periodic Health Assessment completed with-in 12 months and HIV with-in last 2 years. Medical documentation other than MEDPROS will not be accepted.
- 6. Copy of your DA Form 3349 (Physical Profile)** and MOS Medical Retention Board (MMRB) results (if applicable).
- 7.** If over 40 years old, provide a copy of your cardiovascular screening.
- 8. Copy of DA Form 5500-R (Body Fat Worksheet)** if applicable.

9. Copies of the last (3) NCOERs or OERs and/or a statement by a member of your chain of command attesting to your character of service.

10. NGB Form 23 (Retirement Point Summary) and/or a Statement of Service. Also include copies of all DD Form 214s and NGB Form 22s if applicable.

13. Proof of military education (Officers only).

14. Security Clearance Verification if applicable.

If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available.

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.

CAUTION: If your application packet does not provide all the information requested on the forms and documents listed above, you will lose consideration for the ADOS position. **ONLY** complete applications will be considered. Applicants are responsible for maintaining a copy of their applications.

MAILING APPLICATIONS: Submit your application to: Missouri National Guard Headquarters, ATTN: J1Education and Incentives, 2302 Militia Drive, Jefferson City, MO 65101-1203. Or you may scan and email to CW2 Susan C. Galloway at susan.c.galloway@us.army.mil.

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