MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Traditional Position Announcement with Det 1, HSC, 35th ID, Lexington, MO (SWVA #15-0234)

1. Det 1, HSC, 35th ID, Lexington, MO has a vacant 27D3O, E6/SSG Paralegal NCO position (Para/Line 118/02). The current EPS list has been exhausted and the position is now open statewide.

2. A 27D3O, Paralegal NCO, supervises the operation of a command legal office. Trains and provides guidance to subordinates on complex legal administrative issues. Coordinates with units concerning tasks and training of paralegal specialist and noncommissioned officers. Conducts extensive legal research. Adjudicates personal property claims. Experience is preferred but not required.

3. MOS requirements: Applicant 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 a SWVA slot is 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 E4 to E6 who hold the MOS as a primary, secondary or alternate MOS, or those who can be awarded the MOS without attending reclassification training, and E6 Active Army and USAR Soldiers who are 27D MOS qualified.

   a. 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-E 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 2015 EPS MOI, dated 16 September 2014, and Change 1, dated 23 October 2014, for further promotion eligibility criteria.
NGMO-PER-E  
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6. **Interested Soldiers** must complete the attached application and all required documentation to the 35th ID: SGT David C. White, 408 South, 26th Street, Lexington, MO 64067 or via email at david.c.white4.mil@mail.mil **NLT** 12 July 2015. **Reference** EPS Control # **SWVA 15-0234** on all documents.

7. **All units** will post this announcement on the unit bulletin board **and** in their monthly newsletter thru the suspense date.

FOR THE ADJUTANT GENERAL:

[Signature]

Encl

JOHN FRANCIS  
LTC, AV, MOARNG  
MCMB OIC
APPLICATION FOR VACANCY ANNOUNCEMENT

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<thead>
<tr>
<th>Announcement #</th>
<th>POSITION TITLE &amp; LOCATION</th>
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<tr>
<td>NAME: (Last, First, Middle)</td>
<td>RANK</td>
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<tr>
<td>CURRENT ADDRESS: (Street, City, State, Zip Code)</td>
<td>Contact PHONE #</td>
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<td>Contact EMAIL Address:</td>
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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)

SIGNATURE  DATE