MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Traditional Position Announcement with JFHQ, Jefferson City, MO (SWVA #15-0108)

1. JFHQ, Jefferson City, MO has a vacant 51C40, E7/SFC Acquisition, Logistics & Technology (AL&T) Contracting NCO position (Para/Line 300C/08). The current EPS list has been exhausted and the position is now open statewide.

2. A 51C40, Acquisition, Logistics & Technology (AL&T) Contracting NCO provides operational and contingency contracting support to deployed forces and DoD agencies. Manages, performs, and administers contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation and other approved methods. Uses automated contracting systems to prepare, process, and analyze transactions and products. Acts as a business advisor, buyer, negotiator, administrator, and contracting officer. Supports all functions of contingency operations. Experience is preferred but not required.

3. MOS requirements: Applicants must possess the 51C 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 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 51C 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.
6. **Interested Soldiers** must submit the attached application and all required documentation to JFHQ, ATTN: SGT Brandon Klempke, 2302 Militia Dr, Jefferson City, MO 65101 or via email at brandon.m.klempke.mil@mail.mil NLT 8 June 2015
Reference EPS Control # **SWVA 15-0108** 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 MILPO:

[Signature]

Encl

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

<table>
<thead>
<tr>
<th>Announcement #</th>
<th>POSITION TITLE &amp; LOCATION</th>
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<tbody>
<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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Contact EMAIL Address:

Currently Deployed? YES / NO - If YES, Unit and Location -

## REQUIRED DOCUMENTS CHECKLIST

**INCOMPLETE PACKETS WILL BE RETURNED**

1) Copy of DA Form 2-1

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 ___________________________