MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Traditional Position Announcement with HHD, 1107th AVN, Springfield, MO (SWVA #15-0168)

1. HHD, 1107th AVN, Springfield, MO has a vacant 25B4O, E7/SFC Information Technology Specialist position (Para/Line 107/03). The current EPS list has been exhausted and the position is now open statewide.

2. A 25B4O, Information Technology Specialist Plans, supervises, coordinates, and provides technical assistance for computer systems and LAN. Performs senior level NA functions as well as advance level CE support. Assists in data system integration and provides support for the NE in unclassified and classified networks. Manages accounts, network rights, and access to NE systems and equipment. Manages operations in support of Information Dissemination and Content Staging. Implements response actions in reaction to security incidents and supervises IA functions. Supervises and performs CND functions at tactical and strategic levels. Plans and executes the unit level computer life cycle program. Develops and provides training to staff personnel on computer and information technology (IT) matters. Supervises and coordinates the development of the LAN in TOC and assists in the planning, configuration, management, and monitoring of the WAN. Assists in the development of NETOPS policies and standard operating procedures (SOP). Participates in the development of continuity of operations plan (COOP) and tactical standard operating procedures (TacSOP). Briefs and advises staff and operational personnel on IT matters. Coordinates high level or contractor support maintenance for assigned equipment. Other duties include: COMSEC Manager; Supervises NETOPS Service Desk. Experience is preferred but not required.

3. MOS requirements: Applicant must possess the 25B 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.
NGMO-PER-E
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5. **Who May Apply:** Current MOARNG Soldiers in grades E5 to E7 who hold 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 25B 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 2014 EPS MOI, dated 5 September 2013, and Change 1, dated 29 October 2013, for further promotion eligibility criteria.

6. **Interested Soldiers** must complete the attached application and all required documentation to 1107th AVN GRP, ATTN: SFC Joseph A. Dulany, 5141 W Cargo Rd, Springfield, MO 65803 or via email at joseph.a.dulany.mil@mail.mil NLT 13 July 2015. Reference EPS Control # SWVA 15-0168 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

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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)

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SIGNATURE ____________________________  DATE ________

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