



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

S: 4 Jan 25
S: 2 Feb 25

NGMO-PER-AB (600-8-19D)

3 December 2024

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Statewide Vacancy Announcement (**SWVA #24-1031**)

1. The current EPS list has been exhausted and the following position is open statewide for best select interviews:

- a. Unit Name / UIC: 110 MANEUVER ENHANCEMENT BDE / WX7KAA
- b. MOS / Duty Title: 38B / Civil Affairs (CA) Sergeant
- c. Position # / Grade: 03129565 / E-7
- d. Location: Kansas City, MO

2. Applicability:

a. Current ARNG Soldiers in grades E-5 through E-7 in any MOS, and E-7 Active Army and USAR Soldiers who currently hold the 38B MOS.

b. MOS specific duties and qualification requirements are listed in the enclosed. Reference DA PAM 611-21, Chapter 10-38B.

3. Instructions:

a. Interested, qualified candidates are encouraged to apply by the first packet submittal suspense of **4 Jan 25** to be considered for the initial interview process, or until this announcement has been removed from the Missouri Army National Guard website listing.

NGMO-PER-AB (600-8-19D)

SUBJECT: Statewide Vacancy Announcement (**SWVA #24-1031**)

b. Thereafter, if no selection is made, Commanders may conduct additional interviews at their discretion until **2 Feb 25**, or a selection is made.

c. Soldiers will submit completed applications and all other required documentation to MSG Cassie R. Jones at cassie.r.jones2.mil@army.mil or SSG Patrick M. Mathews at patrick.m.mathews4.mil@army.mil. Reference the SWVA number located in the above subject line on all documents.

4. Soldiers holding a Select Reserve Incentive Program bonus are recommended to consult with the Education & Incentives office to determine compatibility.

5. All units will post this announcement on their unit bulletin board and in their monthly newsletter until this announcement is removed from the Missouri Army National Guard website listing. For additional information, see the MOARNG FY24 EPS MOI, dated 15 July 2023.

FOR THE MILPO:

TABITHA D. OSIER
MAJ, MS, MOARNG
Chief, Military Personnel Services Division

10-38B. MOS 38B--Civil Affairs Specialist (CA Specialist), CMF 38 (Eff 202310)

a. *Major duties.* Civil Affairs (CA) specialists are trained and equipped to engage and influence unified action partners and indigenous populations and institutions; establish and conduct military government operations; provide civil considerations expertise through the planning and execution of Civil Affairs operations; and enable civil-military operations. Duties of MOS 38B at each level of skill are:

(1) *MOSC 38B10 (USAR only).* Gathers data for and produces geospatial representation of the Civil Component of the Operational Environment. Assists in the conduct of planned Civil Affairs Operations assessments which can include literature and document review, visual observation and interaction with local populace. Maintains and operates various voice and data communication systems, automated data processing equipment and various computer programs.

(2) *MOSC 38B20 (USAR only).* Performs and supervises duties of the preceding skill level. Coordinates resources required to support Civil Affairs Teams (CATs). Coordinates with Unified Action Partners, and conducts planned Civil Affairs Operations assessments, and Key Leader Engagements to gather civil information and produce a depiction of the human terrain.

(3) *MOSC 38B30 (USAR only).* Performs and supervises duties of the preceding skill levels. Provides Civil Affairs support, language, and regional expertise as part of a Civil Affairs Team and identifies protection considerations for that team. Coordinates and assists with planned Civil Affairs Operations assessments and conducts trend analysis on civil information, develops plans for dislocated civilian operations, determines civil vulnerabilities and develops CA operations measures of effectiveness. Integrates directly with supported organizations in order to identify requirements for Civil Affairs Operations as part of the Military Decision-Making Process.

(4) *MOSC 38B40 (USAR only).* Performs and supervises duties of the preceding skill levels. Leads a Civil Affairs Team in the accomplishment of one or more of the CA core competencies and functions and advises the Team Leader on the tactical and operational employment of the team. Organizes civil reconnaissance requirements, directs civil information collection efforts, and prepares Civil Affairs Operations annexes and estimates. Conducts Civil Information Management link analysis to organize target options that achieve nonlethal effects. Develops CA area studies and plans Civil Affairs Operations projects.

(5) *MOSC 38B50 (USAR only).* Performs and supervises duties of the preceding skill levels. Leads a Civil Affairs Company in the accomplishment of one or more of the CA core competencies and functions and advises the Company Commander on the tactical and operational employment of the unit. Provides Civil Affairs planning and staff supervision at the BCT, Division and Corps levels as the Operations Sergeant in a Civil Military Operations Center or as a member of a Civil Affairs Planning Team (CAPT) or a Civil Liaison Team (CLT).

(6) *MOSC 38B60 (USAR only).* Performs and supervises duties of the preceding skill levels. Leads a Civil Affairs Battalion or Brigade in the accomplishment of one or more of the CA core competencies and functions and advises the Battalion or Brigade Commander on the tactical and operational employment of the unit and on all matters pertaining to enlisted personnel. Enforces the implementation of established policies and standards as they pertain to enlisted personnel within the command and provides counsel and guidance to the NCOs and lower enlisted Soldiers of the command. Provides Civil Affairs planning and staff supervision at the Division, Corps, ASCC, and GCC levels as the Operations Sergeant in a Civil Military Operations Center or as a member of a Civil Affairs Planning Team (CAPT) or a Civil Liaison Team (CLT).

b. *Physical demands rating and qualification for initial award of MOS.* Civil Affairs specialist must possess the following qualifications:

(1) A physical demands rating of Significant (Gray).

(2) A physical profile of 111221.

(3) Qualifying scores.

(a) A minimum score of 100 in aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.

(c) A minimum score of 107 in aptitude area GT effective 1 February 2015. Aptitude area ST score not required after 1 February 2015.

(d) A minimum OPAT score of Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category “Significant” (Gray).

(4) A minimum security eligibility of SECRET is required for the initial award and to maintain the MOS.

(5) A U.S. citizen or naturalized citizen.

(6) High school graduate or GED certificate.

(7) Not barred to reenlist IAW AR 601-280, or under suspension of favorable personnel action IAW AR 600-8-2.

(8) Reclassification.

1. Additional Qualifications: USAR Soldiers reclassifying into MOS 38B are restricted to the rank of SSG and below. Award of MOS 38B to USAR Soldiers in the ranks of SSG(P) or SFC is authorized only with written approval of the Civil Affairs Proponent, U.S. Army Special Operations Center of Excellence (AOJK-CA).

2. Formal Training: USAR initial entry Soldiers must complete BCT and MOS 38B AIT conducted under the auspices of the USAJFKSWCS. USAR Soldiers reclassifying into MOS 38B must complete MOS reclassification training conducted by one of the Army Reserve CA/PO TASS Battalions or courses conducted under the auspices of the USAJFKSWCS.

c. *Additional skill identifiers:* (Note: Refer to table 12-8 for (Listing of universal ASI’s associated with all enlisted MOS)).

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-38B-1.* Physical requirements.

(2) *Table 10-38B-2.* Standards of grade TOE/MTOE.

(3) *Table 10-38B-3.* Standards of grade TDA.