

MISSOURI ANG ENLISTED VACANCY ANNOUNCEMENT

POINT OF CONTACT:

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POSITION, TITLE, LOCATION

Human Resources and Administration – AFSC: 3F0X1
Traditional Guardsman (Part-time) / MSgt-SMSGt (E7-E8)
Joint Force Headquarters, Jefferson City, MO

OPENING DATE:

28 May 2026

CLOSING DATE:

29 June 2026

DUTIES DESCRIPTION:

- 1.** Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensures personnel accountability and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Administers promotions, separations, retirements, classification, awards and decorations, retention programs, personnel data systems, and compliance inspections. Oversees executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution.
- 2.** Ensures personnel data integrity through systematic auditing, analysis, and discrepancy resolution for personnel. Conducts routine crosschecks between personnel systems and source documents, identifying and correcting inconsistencies. Compiles, organizes, and submits management data and reports to facilitate personnel decision-making while tracking key metrics to enhance operational efficiency.
- 3.** Executes in- and out-processing, duty status reporting, and personnel movement tracking, including leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Maintains personnel readiness by ensuring timely updates to duty status and personnel records.
- 4.** Assists commanders in executing official events, including recognition ceremonies and Distinguished Visitor (DV) engagements, by managing logistics, venues, mementos, and guest lists. Leads executive correspondence management, facilitates meetings, and administers organizational communications, including document preparation, distribution, workflow management, and electronic mail organization.

SPECIALTY QUALIFICATIONS:

Knowledge: Mandatory knowledge includes personnel policies, procedures, and principles of personnel management, covering assignment, promotion, customer service, and quality force initiatives. Proficiency in administrative communications, correspondence management, and general office operations is required. Knowledge of Personnel Data System (PDS) capabilities, occupational survey procedures, and benefit programs is critical. Additionally, expertise in office management policies, technologies, and procedures is required, including administrative support for personnel and manpower programs, and executive support responsibilities.

Training: Members must complete training requirements for the core AFSC. Retraining into the 3F0 Career Field is limited to E-7 and below.

APPLICATION PROCESS:

Complete applications must be received by COB on closing date. Interested candidates must submit the following documents in ONE SINGLE PDF package. The documents listed WILL be submitted "AS A MINIMUM". Individuals must submit the following REQUIRED documents or a memorandum explaining why item is missing or not in compliance.

COMPLETE APPLICATIONS INCLUDE:

- Military and/or Civilian Resume, include contact info
- Current RIP (within the last 6 months)
- Last 3 EPBs
- Record Review/Update from v-MPF (View/Print all pages)
- MyFitness Report (or equivalent fitness report)
- Official Biography (Optional)

Scan and email application packet to cassandra.jones.13@us.af.mil