



MISSOURI NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

MISSOURI AIR NATIONAL GUARD
HUMAN RESOURCES OFFICE - JOINT FORCE HEADQUARTERS
2302 MILITIA DRIVE
JEFFERSON CITY, MO 65101-1203



ANNOUNCEMENT NUMBER: AF25-051

OPENING DATE: 08 Aug 25

CLOSING DATE: 25 Aug 25

- POSITION TITLE: JUDGE ADVOCATE
- MOS/AFSC: 51J3
- MAXIMUM AUTHORIZED MILITARY GRADE: O4
- PARAGRAPH NUMBER: ---
- LINE NUMBER: --

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ()

ENLISTED: ()

LOCATION OF POSITION:

131 BW STAFF
509 SPIRIT BLVD
WHITEMAN AFB, MO 65305

WHO MAY APPLY:

Nationwide (Air National Guard, AF Active Duty or AF Reserves). Must be within the grade(s) of O2 and O4. Applications will be accepted from individuals who meet the additional requirements below. POSITION IS SUBJECT TO CG & RESOURCE AVAILABILITY.

INSTRUCTIONS FOR APPLYING: Follow the link: <https://ftsmcs.ngb.army.mil/>. CAC login is required due to the transferal of PII (Personally Identifiable Information).

If you do not have an FTSMCS account you will be prompted to create one. Once logged in, you will see the dropdown 'Applications' available at the top left corner of the page. Click 'Applications -> ARNG-HRA -> Jobs -> Apply for a Position'. The complete application submission guide is available below in the MOGUARD link.

DOCUMENTS:

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. Forms/examples can be found at <https://www.moguard.ngb.mil/Jobs/Current-Job-Listings/>. Hyperlinks to find the correct forms are also provided in FTSMCS during the application process. **Make sure the documents have proper signatures and are dated within the guidelines below. Each document submitted must be viewable and in .PDF format ONLY. Nothing will be added to the application once the announcement has closed. Applications will only be accepted through FTSMCS.** (If you do not meet all of these requirements, your application packet will be rejected.)

1. Required: NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position, dated 11 Nov 2013. Ensure position announcement number and title are completed. This form must be signed and dated. Ensure you explain any "YES" answers per instructions on section V (except Questions 9 & 17).
2. Required: Member Individual Fitness Report results from myFitness within the last 12 months. Selectee must meet the minimum requirements for each fitness component in addition to an overall composite score of 75% or higher. **For members with a DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.**
3. Required: CDB (Career Data Brief) or equivalent, if other branch of service.
4. Required: RIP (Report of Individual Person) or equivalent, if other branch of service. Must be a full RIP and within the last six months. RIP must include your current ASVAB Scores.
5. Required: OPRs (Officer Performance Reports) or equivalent, if other branch of service. Provide last three only.
6. Required: AF Form 526 -PCARS (Point Credit Summary) or equivalent, if other branch of service.
7. Required: All DD 214s, NGB Form 23 or 23b, or DD Form 1506 (Statement of Service).
8. Optional: Resume and/or Cover Letter and/or letters of recommendation.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Missouri Air National Guard Membership is required.
2. Nationwide (Air National Guard, AF Active Duty or AF Reserves). Must be within the grade(s) of O2 and O4. Applications will be accepted from individuals who meet the additional requirements below. POSITION IS SUBJECT TO CG & RESOURCE AVAILABILITY.
3. Air Force Specialty Code (AFSC): 51J3. Selected individual must be AFSC qualified in 51JX at the time of application for this position. Applicants must meet the prerequisites outlined in ANGI 36-101, Air National Active Guard Reserve (AGR) Program. Required security clearance IAW appropriate regulation.
4. Must be able to obtain a Top Secret clearance and maintain after selection.
5. Promotion Potential: The known promotion potential for this position based on ANGI 36-101 Comparability Table 13.1: Maj (O-4).
6. Current Military Grade Requirements: 1st Lt (O-2) members and above can apply.
7. Meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123. Member must also meet the requirements of AFI 36-2905, and other regulations as required.
8. At the time of entry on the AGR program, be able to complete a minimum of 20 years of Active Federal Service prior to mandatory

separation date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete the Statement of Understanding contained in ANGI 36-101.

9. Must not be receiving any military retired pay.

BRIEF JOB DESCRIPTION:

2.1. Formulates legal policies. Plans and studies methods and procedures used to process military justice and civil law actions. Advises and develops plans for operation and implementation of federal statutes, executive orders, and DoD and Air Force and Space Force directives. Manages legal information systems. Manages acquisition, designation, certification, and assignment of judge advocate personnel according to Article 6, UCMJ.

2.2. Monitors, coordinates, and directs legal activities. Inspects administration and function of military justice at subordinate echelons to ensure uniformity in administration of laws, directives, and instructions. Administers claims program. Maintains liaison with agencies of DoD, Department of Justice, and other federal, state, and local jurisdictions to ensure accurate and correct administration of Air Force and Space Force policies and operations. Maintains liaison with local, state, and national bar associations to keep informed of current legal trends.

2.3. Prepares and renders legal advice and opinions. Advises commanders and senior staff. Prepares and renders legal advice and opinions on matters relating to interpreting laws, directives, status, rights, liabilities, and duties of personnel. Prepares and renders legal advice on disciplinary matters, including admonitions, reprimands, non-judicial punishment, and statutory pretrial advice in prospective court-martial cases. Prepares statutory post-trial advice and actions of convening authority. Prepares and renders legal advice on issues of international and operations law, environmental law, fiscal law, constitutional law, ethics and military and civilian personnel law. Renders legal assistance to military personnel and dependents on personal civil matters such as wills and estates, powers of attorney, consumer affairs, taxes, domestic relations, insurance, exceptional family member programs, and execution of legal documents. Reviews and renders legal opinions on claims and incidents which may result in claims in favor of, or against the United States. Renders legal opinions regarding drafting, negotiating, and administering government contracts. Reviews and renders opinions on courts-martial records of trial and board proceedings. Conducts inspections relating to administration and function of military justice and recommends improvements.

2.4. Represents United States in civil proceedings. Represents United States before judicial and administrative tribunals. Assists Department of Justice in preparation and litigation of cases in which the Department of the Air Force has an interest.

2.5. Reviewed evidence and renders charging decisions for covered offenses under the UCMJ. Acts as trial counsel on general and special courts-martial and counsel for United States on appeal. Upon certification by Judge Advocate General as trial and defense counsel, prepares and presents case for United States. Directs preparation of record of trial and forwards to convening authority. Administers collection and analysis of data concerning substantive offenses and procedural matters for management and decision making within the military justice system. Prepares and presents briefs and oral arguments on behalf of the United States before Air Force Court of Criminal Appeals, the United States Court of Appeals for the Armed Forces and the United States Supreme Court.

2.6. When assigned as a defense counsel by The Judge Advocate General, certified counsel represents individual service members facing a wide range of adverse actions, including non-judicial punishment, involuntary discharge, and courts-martial. Acts as appellate defense counsel. When assigned as an appellate defense counsel by The Judge Advocate General, certified counsel represents individual Airmen and Guardians who seek appellate review of their court-martial conviction before the Air Force Court of Criminal Appeals, the Court of Appeals for the Armed Forces, and the United States Supreme Court. Acts as Victim's Counsel. When assigned as a Victim's Counsel by the Judge Advocate General, certified counsel represents individual Airmen and Guardians who are victims of sexual assault, domestic violence, and interpersonal violence in courts-martial and administrative proceedings. Prepares and presents briefs and oral arguments on behalf of victims on matters permitted under the UCMJ before courts-martial, the Air Force Court of Criminal Appeals, the United States Court of Appeals for the Armed Forces, and the United States Supreme Court.

2.7. Acts as military judge. Upon certification by Judge Advocate General, performs primary duty as military judge on general and special courts-martial or appellate judge of the Air Force Court of Criminal Appeals.

2.8. Conducts legal courses. Instructs personnel in military justice procedures and legal issues. Directs and conducts legal training at the United States Air Force Academy and Air University.

SELECTING SUPERVISOR:

COL MATTHEW W. HOWARD

CONTACT INFO:

Air National Guard Human Resources POC: Mr. Aaron Williamson (573-638-9500 ext. 39757)

131st Bomb Wing Remote Designee POC: TSgt Samantha Harris (DSN: 824-8909)

139th Airlift Wing Remote Designee POC: MSgt Jordan Rumpf (DSN: 356-3059)

Army National Guard Human Resources POC: Mr. Jeffery Howard (573-638-9500 ext. 37057)

AGR Branch OIC: 1Lt Erin Rhoads (573-638-9500 ext. 39757)

AGR Branch NCOIC: 1SG Justin Lawzano (573-638-9654 ext. 39654)

AGR Branch NCO: SFC Kendra Cox (573-638-9500 ext. 37490)

AGR Branch NCO: SSG Troy Schaffer (573-638-9500 ext. 37962)

Human Resources Director: LTC Daniel J. Campbell (573-638-9642 ext. 39642)

Human Resources Deputy Director: Maj Adam W. Rackers (573-638-9600 ext. 39600)

EQUAL OPPORTUNITY:

The Missouri National Guard is an Equal Employment Opportunity Employer. Personnel on Title 32 Tours will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin, political affiliation, or any other non-merit factor.

All Missouri Air National Guard AGR Vacancy Announcements are opened to all Genders. Override explanation.

ADDITIONAL INFORMATION:

Applications will be screened after the job closes; therefore, all documents must be current and valid as of the closing date. Please review documents for accuracy prior to submission to HRO. IF YOUR APPLICATION DOES NOT PROVIDE ALL OF THE INFORMATION

REQUESTED ON THE FORMS AND DOCUMENTS LISTED ABOVE, YOU WILL LOSE CONSIDERATION FOR THE JOB. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. Documents can be updated and replaced up until the closing date. If you wish to upload additional documentation (Letter of Recommendation, Certifications, DA 1059's, etc.) simply upload the file under "Any additional documentation". FTSMCS will generate responses based on the status of the job announcement. These generated responses will be sent to the email linked with your account. If selected for a position, you will receive notification from FTSMCS and later from our office. If you have any questions on applying or eligibility please see the FAQs and guides on the MOGUARD website. If you still have questions, see the above contact information and call our office well in advance of the closing date.