



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: AF25-052

OPENING DATE: 12 Aug 25

CLOSING DATE: 19 Aug 25

- POSITION TITLE: Deputy Human Resources
- MOS/AFSC: 17D3
- MAXIMUM AUTHORIZED MILITARY GRADE: O5
- PARAGRAPH NUMBER: ---
- LINE NUMBER: --

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ()

ENLISTED: ()

LOCATION OF POSITION:

HUMAN RESOURCES OFFICE
2302 MILITIA DRIVE
JEFFERSON CITY, MO 65101

WHO MAY APPLY:

Must be a current on-board permanent AGR in the Missouri Air National Guard, within the grade of O5. POSITION IS SUBJECT TO CONTROL GRADE & 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). Ensure position announcement number and position 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 Cover Letter and/or Resume.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Missouri Air National Guard Membership is required.
2. Must be a current on-board permanent AGR in the Missouri Air National Guard.
3. Air Force Specialty Code (AFSC): 17D3. If not fully qualified at time of application, individual must be AFSC qualified within one year of selection. Applicants must meet the prerequisites outlined in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program. Required security clearance IAW appropriate regulation.
4. Current Military Grade Requirements: Lt Col (O-5) members can apply. (SUBJECT TO THE POSITION AVAILABILITY AND CONTROL GRADE AUTHORIZATION FROM NGB).
5. 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.
6. 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.
7. Must not be receiving any military retired pay.

8. Mandatory FTS training is a condition of maintaining employment.

BRIEF JOB DESCRIPTION:

Serves as a full assistant to the Human Resources Officer. Assists the Human Resources Officer with advising TAG/CG, staff elements, and operating official on matters pertaining to manpower and HR management. Directs the planning, operations, and administration of determining and documenting training needs, evaluating training courses, assigning priority to training plans and evaluating training accomplishments. Directs the planning, operations, and administration of the S/T/DC Special Provision Disability and OPM disability retirement requirements. Applies Equal Opportunity (EO)/EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Ensures data is compliant with legislation, OPM, DoD, DA, DAF, NGB, regulations, and publications. Directs and oversees the AGR Control Grade usage and reporting tools. Directs the initiation and administration of disciplinary and non-disciplinary adverse actions. Reviews requests for recognition from labor organizations and recommends appropriate course of action. Directs the planning, operations and administration of the position classification and position management program, S/T/DC manpower policies and directs their implementation with OPM, DoD, DA, DAF, and NGB policies and authorizations. Directs the planning, operations, and administration of the S/T/DC merit promotion plan to include procedures for recruitment, placement, evaluation, and pay determinations. Conducts internal audit of personnel actions processed to ensure compliance with regulatory and legal requirements. Responsible for the management of federal funds relating to the Full-Time Workforce personnel to include travel, salaries, training, and incentives costs. Directs, coordinates, and oversees work through subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Reviews developmental needs of employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Approves leave and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Plans, directs, coordinates, and expedites special projects and actions appropriate for each program. Determines and applies analytical tools to conducts in-depth analysis to identify, quantify, and evaluate the mutual effects and interrelationships between program goals and financial resources and policies. Performs other duties as assigned.

SELECTING SUPERVISOR:

LTC DANIEL J. CAMPBELL

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.