



## 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: AF25-053

OPENING DATE: 12 Aug 25

CLOSING DATE: 19 Aug 25

- POSITION TITLE: R&R COMMANDER, OIC (OTOT)
- MOS/AFSC: 83R
- MAXIMUM AUTHORIZED MILITARY GRADE: O5
- PARAGRAPH NUMBER: --
- LINE NUMBER: -

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ( )

ENLISTED: ( )

### LOCATION OF POSITION:

JFHQ - MOANG  
2302 MILITIA DRIVE  
JEFFERSON CITY MO 65101

### WHO MAY APPLY:

All Sources in the Missouri Air National Guard Only (DSG/TECH/AGR), within the grades of O3 to 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 and/or Cover Letter and/or letters of recommendation.

### MINIMUM APPOINTMENT REQUIREMENTS:

1. Missouri Air National Guard Membership is required.
2. This is a One Time Occasional Tour (OTOT) NTE:20260930.
3. All Sources in the Missouri Air National Guard. (DSG/TECH/AGR).
4. Air Force Specialty Code (AFSC): 83R0. Selected individual must become AFSC qualified in 83R0. Applicants must meet the prerequisites outlined in ANGI 36-101, Air National Active Guard Reserve (AGR) Program. Required security clearance IAW appropriate regulation.
5. Promotion Potential: The known promotion potential for this position based on ANGI 36-101 Comparability Table 13.1: Lt Col (O-5).
6. Current Military Grade Requirements: Capt (O-3) 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. Performs operations duties. Monitors, analyzes, trains, and provides planning assistance to officer program teams. Works directly with squadron trainers to establish training programs; provides training at flight training meetings. Manages squadron self-inspection program and ensures follow-up actions are taken to correct deficiencies. Acts as squadron Military Entrance Processing Station (MEPS) quality control monitor. Tracks and analyzes recruiting operations; identifies adverse trends and causes and recommends corrective action. Tracks management of recruiting for selected Air Force Specialties, competitions and goal allocations, success of high school and Armed Services Vocational Aptitude Battery programs, and so forth. Acts as squadron focal point for US MEP Command and Joint Service activities. Coordinates mobile examination test site and student testing programs. Serves as member of the inter-service recruitment committee or mid-level recruitment committee to coordinate, staff, implement, and resolve issues affecting Joint service recruiting activities.

2.2. Acts as officer training school (OTS) procurement officer. Plans and conducts officer recruiting according to program goals and within constraints of OTS entry capability. Interviews and evaluates OTS applicants. Coordinates requests for waivers from existing directives on a case-by-case basis for potential officer candidates. Recommends policies and procedures to expedite applicant processing; ensures compliance with enlistment criteria and application procedures. Compiles officer accession data and operations reports. Prepares bulletins with administrative and production data and training program materials for use by the sales organization. Monitors college visitation programs; presents Air Force orientations and coordinates tours for faculties and student bodies. Controls distribution of printed advertising materials for officer recruiting and evaluates their effectiveness. Maintains liaison with educators, business and industry officials, state and local officials, and other centers of influence to enhance the image of the Air Force officer corps. Continuously evaluates market data on objectives to identify resources necessary for mission accomplishment.

2.3. Plans and supervises development of advertising and promotion programs to support the mission. Develops, prepares, coordinates, and executes advertising and promotion. Allocates and controls advertising budgets. Initiates purchase of authorized advertising items. Prepares management fund summaries and advises commander on advertising campaigns to accomplish goals. Controls distribution of printed advertising, and radio and television materials to the recruiting force. Monitors their use and rate of consumption to evaluate effectiveness. Participates in meetings and conferences and presents Air Force orientations to civic and educational organizations. Participates in community relations functions, such as special events, state and municipal fairs and ceremonies, parades, tours, and recruiting contests. Emphasizes effective public relations through training programs and staff assistance visits.

2.4. Manages recruiting resources. Controls real estate actions for recruiting offices, itinerary stops, and squadron headquarters. Monitors and coordinates their relocation, upgrading, opening, and closing. Maintains fiscal year facility programs, coordinating with the Corps of Engineers. Monitors Government Services Administration vehicle fleet; keeps mileage and cost figures. Orders, inventories, and accounts for furniture and equipment. Maintains balanced budget; coordinates spending authority with supporting finance offices and squadrons. Monitors and authorizes use of communication devices within the Group. Recommends approval or disapproval of government leased requests, and reviews housing surveys for new units or rental increases. Directs administrative support for personnel programs such as newcomers' program, civilian personnel actions, weight control program, ancillary training, on-the-job training, and leave programs. Coordinates with the Group Commander, HQ USAF Recruiting Service, and Air Education and Training Command on personnel assignments and programs. Manages Group publications library, word processing support, distribution system, and duplication requirements, including printing and reproduction activities. Coordinates Group transportation requirements. Monitors squadron transportation request audits. Controls bulk purchases of transportation tickets and meal and lodging expenditures for applicants traveling to the MEPS. Schedules semiannual staff assistance visits. Coordinates and monitors host-tenant support agreements.

2.5. Manages Headquarters USAF Recruiting Service activities. Provides analytical support, market studies, and goal allocation systems. Provides specialized management, sales, and motivational training through workshops and a traveling training team. Coordinates with the Air Force Personnel Center, Air Education and Training Command Technical Training, Air Force Military Training Center, Officer Training School, and Air Staff agencies on procurement actions, policies, and programs which impact enlisted and officer recruiting requirements. Develops programs and policies to support assignment and manpower actions. Plans and manages advertising, publicity, and promotional and special events programs supporting military personnel procurement and retention objectives.

---

#### **SELECTING SUPERVISOR:**

COL BISHOP, JEFFREY M

---

#### **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.