



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: AF25-097

OPENING DATE: 09 Dec 25

CLOSING DATE: 31 Dec 25

- POSITION TITLE: EQUAL OPPORTUNITY
- MOS/AFSC: 38F3
- MAXIMUM AUTHORIZED MILITARY GRADE: O4
- PARAGRAPH NUMBER: --
- LINE NUMBER: -

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ()

ENLISTED: ()

LOCATION OF POSITION:

MONG JFHQ
2302 MILITIA DRIVE
JEFFERSON CITY MO 65101

DUAL ANNOUNCEMENT# MO-12847281-AF-25-108

WHO MAY APPLY:

Must be a current on-board permanent AGR in the Missouri Air National Guard, within the grades of O3 to O4. POSITION IS SUBJECT TO 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. Optional: AF Form 526 -PCARS (Point Credit Summary) or equivalent, if other branch of service.
7. Optional: 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. Must be a current on-board permanent AGR in the Missouri Air National Guard.
3. Air Force Specialty Code (AFSC): 38F3. Individuals must be AFSC qualified 38FX 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. Promotion Potential: The known promotion potential for this position based on ANGI 36-101 Comparability Table 13.1: Maj (O-4).
5. Current Military Grade Requirements: 2nd Lt (O-1) members and above can apply
6. 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.
7. 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.

8. Must not be receiving any military retired pay.

BRIEF JOB DESCRIPTION:

2.1. Serves as a subject matter expert and advisor to commanders (and civilian equivalents) and other stakeholders in implementing DAFI 36-2710, Equal Opportunity Program, and applicable laws, regulations, executive orders, directives, and DoD and DAF policies that affect the DAF EO Program. Advises appropriate level commanders (and civilian equivalents) on EO-related issues that could negatively affect an Airman's or Guardian's behavior, health and wellness, duty performance, or mission readiness, ensuring appropriate and timely intervention as needed.

2.2. Manages the budget, manpower, and resources for their respective installation EO offices. Ensures that all requirements with legal implications are priority funded before everything else.

2.3. Maintains and safeguards all EEO and MEO complaint documentation to ensure compliance with the Privacy Act of 1974, the Freedom of Information Act, and other applicable laws and regulations.

2.4. Complies with data calls, requests for information, and other-directed tasks to support statutory and policy reporting requirements, congressional inquiries, audits and reviews, and DoD and DAF senior leader inquiries within the DAF EO Program purview.

2.5. Conducts EO outreach efforts (e.g., Out and Abouts), observations, focus groups, interviews, and other activities on EO-related matters. Promotes the DAF EO Program to senior leaders and all Airmen and Guardians (military and civilian) and ensuring the installation workforce receives adequate information on the availability of EEO and MEO complaint programs and to qualified trained EO practitioners.

2.6. Ensures prompt and thorough processing of EEO and MEO complaints while ensuring that reasonable effort is made to resolve complaints at the lowest possible level at the earliest possible time in accordance with applicable laws, regulations, and policies. This includes ensuring appropriate coordination, documentation, and notification of all EEO and MEO complaint processing activities are conducted by EO office and EO practitioners.

2.7. Participates on the installation Community Action Team (CAT), Community Action Board (CAB), and serves as an EO liaison on working groups, advisory councils, integrated product teams, and other forums to represent the EO Program and ensuring the EO perspective is integrated into broader initiatives.

2.8. Collaborates with the integrated primary prevention workforce and other CAT members to support integrated prevention plans and activities where issues and topics are within the DAF EO purview.

2.9. Conducts all required EO trainings using standardized DAF EO training materials (e.g., curricula, lesson plans, etc.).

2.10. Conducts or assists in equal opportunity and treatment incidents (EOTI), installation equal opportunity assessment summaries (IEOAS), institutional discrimination allegations, Management Internal Control Toolset (MICT) Self-Assessment Checklists (SAC), EEOC 462 Report, and other requirements.

2.11. Enters into and ensures all EEO and MEO complaint data is accurately entered into the [Department of] the Air Force Equal Opportunity Network (AF EONet) system within three duty days of receipt, meeting established timelines while maintaining data integrity. This includes ensuring all data are accurate, complete, thorough, up-to-date, timely, and appropriately formatted to comply with laws, regulations, and policies. Ensures NDR Program, and other relevant DAF EO activities (e.g., general assistance, contacts, referrals) data is maintained and updated in the AF EONet.

2.12. Advocates for and makes available the Negotiated Dispute Resolution (NDR) Program to Airmen and Guardians (military and civilians) for alternative dispute resolution (ADR). If serving as a NDR Program Manager or in coordination with the NDR Program Manager or NDR practitioner, acts to resolve disputes and provides NDR Program services in per DAFI 51-1201, Negotiation and Dispute Resolution Program.

2.13. Advises military and civilian complainants and aggrieved individuals on the EO complaint processes and NDR Program and makes appropriate referrals in an effort to seek a reasonable resolution of all complaint matters at the lowest possible level at the earliest possible time.

2.14. For additional guidance on the roles and responsibilities in executing EO duties, please refer to DAFI 36-2710, Equal Opportunity Program.

SELECTING SUPERVISOR:

COL JEFFREY BISHOP

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: Lt Col Stacey R. Roestel (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.