



## 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: AF26-027

OPENING DATE: 23 Mar 26

CLOSING DATE: 26 Apr 26

- POSITION TITLE: MEDICAL GROUP SEL
- MOS/AFSC: 4NX
- MAXIMUM AUTHORIZED MILITARY GRADE: E9
- PARAGRAPH NUMBER: ---
- LINE NUMBER: --

APPOINTMENT FACTORS: OFFICER: ( )

WARRANT OFFICER: ( )

ENLISTED: (X)

### LOCATION OF POSITION:

131 MDG  
1 GRANT RD  
ST. LOUIS, MO 63125

### WHO MAY APPLY:

Must be a current on-board member (AGR, TECH) in the 131st BW, Missouri Air National Guard, within the grade(s) of E8 to E9. 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). 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: EPRs (Enlisted 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 or TECH in the Missouri Air National Guard 131st BW.
3. Senior Master Sergeants (SMSgts) with an approved waiver for a 9G100 position must attend the Air National Guard (ANG) Chief Master Sergeant Orientation Course (CMSOC) no later than six months from their assignment date. For Active Guard Reserve (AGR) SMSgts selected for group Senior Enlisted Leader (SEL) positions, a Chief Master Sergeant AGR control grade must be available. This ensures the selectee can be promoted and attend the next ANG CMSOC within six months of assignment. Selecting a promotion-eligible SMSgt for a group SEL role requires a waiver request memorandum. This memorandum must outline the justification for the SMSgt to serve as a 9G100 and include the organization's force management and development plan. The request must be submitted by the senior rater, routed through NGB/SELMO, and sent to the ANG Command Chief Master Sergeant (CCM).
4. Air Force Specialty Code (AFSC): 4N091. Selected individual must be AFSC qualified in 4NXXX 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.
5. Promotion Potential: The known promotion potential for this position based on ANGI 36-101 Comparability Table 13.1: CMSgt (E-9).

6. Current Military Grade Requirements: SMSgt (E-8) members and above can apply. (SUBJECT TO THE POSITION AVAILABILITY AND CONTROL GRADE AUTHORIZATION FROM NGB).

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. 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.

9. Must not be receiving any military retired pay.

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#### **BRIEF JOB DESCRIPTION:**

The Senior Enlisted Leader (SEL) exercises supervisory personnel management responsibilities for the enlisted force. The SEL also serves as a senior advisor to the Medical Group (MDG) commander and MDG leaders. Advises on selection of candidates for vacancies, development and training opportunities, and reassignments IAW DAFI 36-2110. Ensures alignment of personnel skills and qualifications with mission requirements, Military Equal Opportunity, and diversity objectives. Manages and audits the Unit Manpower Document, prepares manpower change requests for the commander's approval, and updates the Unit Personnel Management Roster. Provides oversight on reenlistment and extension programs; serves as MDG liaison to recruiting office. Develops and explains performance expectations to personnel, provides regular feedback on strengths and weaknesses IAW AFI 36-2406. Holds personnel accountable to standards; also facilitates awards/recognition when appropriate. Mediates and resolves complaints; refers unresolved complaints to higher-level management. Initiates actions to correct performance or conduct problems. Effects disciplinary measures when indicated, supported by appropriate documentation IAW DAFI 36-2907. Administers leave program IAW DAFI 36-3003 for active enlisted members; approves leave schedules to ensure coverage for workload/mission execution; develops contingencies for medical leave. Integrates with full-time Guard Medical Unit (GMU) team, including civilian employees, in accomplishment of federal, state, and local missions. Serves as liaison between full-time GMU and traditional MDG guardsmen. Promotes and helps maintain Wing medical readiness priorities (IAW AFI 10-250 and DODI 6025.19), and facilitates continuous process improvement to improve cost, quality, and efficiency. Ensures personnel are aware of their rights and obligations IAW the Uniformed Services Employment and Reemployment Rights Act, Servicemember's Civil Relief Act, and Employer Support of Guard and Reserve.

Knowledge of Line of Duty (LOD), Medical Continuation (MEDCON), Disability Evaluation System (DES) along with Individual Medical Readiness (IMR) process

Knowledge of AROWS, DTS, MyEval, MyDecs, MyFitness, ECT, Swimlane, and all other systems associated or required for organizational leadership as the Senior Enlisted Leader

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#### **SELECTING SUPERVISOR:**

Colonel Joshua B. Pead

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#### **CONTACT INFO:**

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

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

139th Airlift Wing Remote Designee POC: MSgt Krystalyn Coy (DSN: 356-3059)

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

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

AGR Branch NCOIC: SGM Trisha Katzfey (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)

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#### **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.