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: AF26-031 **OPENING DATE: 31 Mar 26** **CLOSING DATE: 08 Apr 26**

- **POSITION TITLE: FINANCIAL MANAGER**
- **MOS/AFSC: 65F**
- **MAXIMUM AUTHORIZED MILITARY GRADE: O5**
- **PARAGRAPH NUMBER: ---**
- **LINE NUMBER: --**

APPOINTMENT FACTORS: OFFICER: (X) **WARRANT OFFICER: ( )** **ENLISTED: ( )**

LOCATION OF POSITION:
131 CPTF
509 SPIRIT BLVD
WHITEMAN AFB, MO 65305

WHO MAY APPLY:
Must be a current member (AGR, DSG, TECH) of the Missouri Air National Guard, within the grades of O1 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: OPRs (Officer Performance Reports) or equivalent, if other branch of service. Provide last three only.
5. 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.
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 member (AGR,DSG,TECH) of the the Missouri Air National Guard.
3. Air Force Specialty Code (AFSC): 65F3. Selected individual must be AFSC qualified in 65F3 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, Lt Col (O-5). (SUBJECT TO THE POSITION AVAILABILITY AND CONTROL GRADE)
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:
Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops tests and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions. Proctors exams. Maintains and controls testing materials.

Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates contingency task training.

Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

SELECTING SUPERVISOR:
Col Fogle, Joshua A.

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)

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.