



## 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: AF26-036

OPENING DATE: 15 Apr 26

CLOSING DATE: 29 Apr 26

- POSITION TITLE: PUBLIC AFFAIRS SPECIALIST
- MOS/AFSC: 35XX
- MAXIMUM AUTHORIZED MILITARY GRADE: O4
- PARAGRAPH NUMBER: 000
- LINE NUMBER: 00

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ( )

ENLISTED: ( )

### LOCATION OF POSITION:

MO ANG HQ  
2302 MILITIA DRIVE  
JEFFERSON CITY, MO, 65109-1468

DUAL ANNOUNCEMENT# MO-12936683-AF-26-095

### WHO MAY APPLY:

Must be a current on-board (TECH/AGR) member of the in the Missouri Air National Guard, within the grade(s) of O1 to O4.

**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: 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.
4. Required: CDB (Career Data Brief) or equivalent, if other branch of service.
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 or TECH in the Missouri Air National Guard.
3. Air Force Specialty Code (AFSC): 35XX. If not AFSC qualified in 35XX at time of application, selected individual must 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. Must complete the Defense Information School (DINFOS) Public Affairs Qualification Course to be awarded the fully qualified 35P3 AFSC (DAFOCD, AFSC 35P, para 3.3).
5. Mandatory FTS training is a condition of maintaining employment.
6. Applicants must meet accession standards, with a degree preferably in a communications-related field (ANGI 36-101). Ch 5
7. Applicants must not be subject to flagging actions during selection or upon entering an AGR status.
8. Must have no Unfavorable Information File and no record of disciplinary action (e.g., LOR, Article 15).

9. Airmen must score an overall composite of 75 or higher on the Physical Fitness Assessment for entry into the AGR program (ANGI 36-101, para 5.5).
10. Applicants separated from military service for cause constitutes ineligibility, unless National Guard Bureau (NGB) grants an approved exception to policy/regulation prior to application submission
11. 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.
12. Must meet the security clearance requirements of the position.
13. 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.
14. Must not be receiving any military retired pay.

---

**BRIEF JOB DESCRIPTION:**

- 2.1. Delivers candid and timely communication counsel and guidance to Air Force leaders on the communication and public perception implications of key decisions, policies, and operations and their potential impact on mission success. Participates in the development of plans and policies and monitors operations to assure consideration of such implications.
- 2.2. Researches, plans, executes, and assesses communication strategies and activities. Ensures all public affairs efforts adhere to applicable federal law, DOD principles governing the release of information, and Air Force policies. Advocates for and manages funds, manpower, training, and equipment to effectively execute public affairs operations to support the mission. Plans, directs, and leads public affairs deployments.
- 2.3. Ensures a free flow of releasable information to the news media. Establishes and maintains relationships with news media representatives, facilitates media access, prepares Air Force subject matter experts for media interviews, and evaluates media coverage. Supports DOD-approved entertainment industry, documentary, and publication requests.
- 2.4. Promotes public knowledge and understanding of Air Force missions, organizations, and capabilities. Fosters coordination, cooperation, and mutual appreciation between the Air Force, local communities, state and federal agencies, and DOD/interagency components. Evaluates requests for Air Force support to public events and coordinates appropriate participation to achieve the commander's communication objectives. Manages environmental public affairs issues and events and ensures legal mandates for community involvement are met. Assists Air Force recruiting efforts. Advises on capabilities, employment, and limitations of Air Force bands and their use in achieving strategic effects based on the commander's priorities, initiatives, and intent.
- 2.5. Establishes the means to link Airmen and their leaders through a robust command information program. Advises about content, propriety, timing, and relative importance of information for internal release through all available means. Contributes to the morale, readiness, productivity, and retention typical of a well-informed force.
- 2.6. Plans for and manages visual information requirements and directs the centralized collection, management, and distribution of imagery for planning, operational, documentation, public affairs, and historical use. Plans for, directs, and leads Combat Camera Airmen in the visual documentation of exercises and combat, contingency, and peacetime operations.

---

**SELECTING SUPERVISOR:**

MG CHARLES HAUSMAN

---

**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.