



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: AF26-065

OPENING DATE: 30 Jul 26

CLOSING DATE: 09 Aug 26

- POSITION TITLE: CSS NCO
- MOS/AFSC: 3F0
- MAXIMUM AUTHORIZED MILITARY GRADE: E7
- PARAGRAPH NUMBER: ---
- LINE NUMBER: --

APPOINTMENT FACTORS: OFFICER: ()

WARRANT OFFICER: ()

ENLISTED: (X)

LOCATION OF POSITION:

131ST FORCE SUPPORT SQUADRON
509 SPIRIT BOULEVARD
WHITEMAN AFB, MO 65305

WHO MAY APPLY:

All Sources (Statewide) in the Missouri Air National Guard only (DSG/TECH/AGR), within the grade(s) of E6 to E7.

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. EPBs (Enlisted Performance Briefs) or equivalent if other branch of service. Provide last three only.
4. Required: RIP (Report of Individual Person) or equivalent, must be pulled from vMPF current within last thirty days.
5. Resume

MINIMUM APPOINTMENT REQUIREMENTS:

1. Missouri Air National Guard Membership is required.
2. Must be a current on-board member (AGR, DSG or TECH) in the Missouri Air National Guard.
3. Air Force Specialty Code (AFSC): 3F071 Selected individual must be AFSC qualified in 3F071 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. Must have a minimum skill level of 5.
4. Promotion Potential: The known promotion potential for this position based on ANGI 36-101 Comparability Table 13.1: MSgt (E-7).
5. Current Military Grade Requirements: TSgt (E-6) and MSgt (E7) 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:

Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties.

Ensures communications comply with standards for style and format. Manages publications and forms policies and processes.

Ensures unit publications and forms are formatted, coordinated, and made available to customers.

Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in/out-processing personnel and manpower authorization requests.

Ensures accuracy of information in personnel and manpower database systems.

Coordinates personnel actions between unit of assignment and military personnel organizations.

May provide executive administrative support to commanders and command staff, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders.

Manages recognition/special ceremonies, schedules event locations, coordinates gifts, and manages guest lists.

May operate Official Mail Center and prepares/distributes organizational mail.

May provide security for all mail and postal directory services. Generates, reviews and submits DAF Form 2096s to FSS on personnel moves, duty titles, AFSC/SEI updates, special duty pay, etc.

Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions.

Provides additional duties, as required. Those not holding the 3F051/3F5X1 AFSC will attend the next available Human Resources and Administration Courses.

SELECTING SUPERVISOR:

Maj Kalonie N. Taylor

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.