



MISSOURI NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



MISSOURI ARMY and/or AIR NATIONAL GUARD
HUMAN RESOURCES OFFICE - JOINT FORCE HEADQUARTERS
2302 MILITIA DRIVE
JEFFERSON CITY, MO 65101-1203

ANNOUNCEMENT NUMBER: AF26-076

OPENING DATE: 24 Aug 26

CLOSING DATE: 04 Sep 26

- POSITION TITLE: HUMAN RESOURCES AND ADMINISTRATION CRAFTSMAN
- MOS/AFSC: 3F07
- MAXIMUM AUTHORIZED MILITARY GRADE: E7
- PARAGRAPH NUMBER: -
- LINE NUMBER: -

APPOINTMENT FACTORS: OFFICER: ()

WARRANT OFFICER: ()

ENLISTED: (X)

LOCATION OF POSITION:

Joint Force Headquarters
2302 Militia Drive
Jefferson City, MO 65101

WHO MAY APPLY:

All Sources (Statewide) in the Missouri Air National Guard Only (DSG/TECH/AGR). Must be within the grade of E7. 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, must be pulled from vMPF current within last thirty days.
5. Required: EPBs (Enlisted Performance Briefs) 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. All Sources in the Missouri Air National Guard. (DSG/TECH/AGR).
3. Air Force Specialty Code (AFSC): 3F071 Selected individual must be AFSC qualified in 3F031 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: MSgt (E-7).
5. Current Military Grade Requirements: MSgt (E-7) members and above can apply.
6. 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.
7. 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.
8. Must not be receiving any military retired pay.

BRIEF JOB DESCRIPTION:

Personnel Programs. Manages military human resource programs and provides guidance to commanders and Airmen on DAF personnel policies. Directs assignments, promotions, separations, retirements, classification, awards, decorations, retraining, casualty reporting, personnel reliability, and readiness programs. Determines program eligibility, counsels Airmen on reenlistment opportunities, benefits, and entitlements, and implements force management tools such as boards, selective reenlistment, and bonus programs. Supplies leadership with detailed personnel reports and statistical analyses to inform strategic decision-making.

Personnel Data Management and Analysis. Ensures personnel data integrity through systematic auditing, analysis, and discrepancy resolution for both deployed and in-garrison personnel. Develops, interprets, and reviews management assessment products and transaction registers to maintain compliance and accuracy. Conducts routine crosschecks between personnel systems and source documents, identifying and correcting inconsistencies. Compiles, organizes, and submits management data and reports to facilitate personnel decision-making while tracking key metrics to enhance readiness and operational efficiency.

Personnel Actions and Accountability. Handles personnel processing and accountability, ensuring precise tracking of DAF personnel across garrison and deployed locations. Executes in- and out-processing, duty status reporting, and personnel movement tracking, including leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Maintains personnel readiness by ensuring timely updates to duty status and personnel records.

Compliance, Inspection, and Counseling. Conducts inspections to verify compliance with DAF personnel policies and directives. Identifies discrepancies, recommends corrective actions, and monitors personnel processing for timeliness, propriety, and accuracy. Provides counseling and advisory support to Airmen on personnel programs, benefits, entitlements, and career progression, assisting them in navigating administrative processes.

Commander Support Staff (CSS). Manages organizational personnel and manpower programs, ensuring accuracy in database systems and coordinating personnel actions between units and military personnel organizations. Administers administrative functions, including evaluations, decorations, recognition programs, fitness tracking, and in-/out-processing. Maintains personnel records, duty status changes, and suspense systems for personnel actions and correspondence. Oversees leave web programs and assists Airmen with web-based personnel applications. Prepares and processes disciplinary actions, including Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions in support of command personnel management.

Personnel Support for Contingency Operations (PERSCO). Executes PERSCO functions, maintaining personnel accountability for deployed forces and ensuring accurate reporting to combatant commanders. Conducts casualty reporting for missing, deceased, ill, or injured personnel while coordinating inbound and outbound operations for deployed locations. Provides critical personnel support, including virtual record updates, emergency leave processing, and promotion actions. Acts as a vital link between deployed personnel and home stations, ensuring operational continuity and personnel readiness in contingency and wartime environments.

Administrative Support. Provides executive administrative support to General Officers, Senior Executive Service civilians, and military leaders, ensuring seamless coordination of travel, lodging, itineraries, and official functions. Assists commanders in executing official events, including recognition ceremonies and Distinguished Visitor (DV) engagements, by managing logistics, venues, mementos, and guest lists. Leads executive correspondence management, facilitates meetings, and administers organizational communications, including document preparation, distribution, workflow management, and electronic mail organization. Carries out administrative duties such as calendar management, meeting coordination, and customer service while ensuring compliance with communication standards and formatting requirements.

Postal and Official Mail Operations. Directs and supervises postal operations, ensuring secure handling, processing, and distribution of official correspondence in accordance with United States Postal Service (USPS) and military postal regulations. Manages Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA) to facilitate efficient mail processing and delivery for authorized users. Administers postal financial services, including postage sales and money orders, while maintaining accountability through accurate records and reporting. Coordinates mail transportation logistics, resolves distribution issues, and monitors air carrier facilities to ensure timely delivery via military and commercial carriers. Handles official mail functions, including receipt, distribution, expenditure tracking, and compliance with Private Express Statutes. Manages contracting officer representative duties for outsourced operations, ensuring regulatory compliance and effective communication within the organization.

SELECTING SUPERVISOR:

Lt Col Jarrett I. Ahn

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.