



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: A25-140

OPENING DATE: 09 Dec 25

CLOSING DATE: 31 Dec 25

- POSITION TITLE: EEO/EO MGR
- MOS/AFSC: ----
- MAXIMUM AUTHORIZED MILITARY GRADE: O4
- PARAGRAPH NUMBER: 015
- LINE NUMBER: 01

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ()

ENLISTED: ()

LOCATION OF POSITION:

W8AJ MOARNG ELEMENT JF HQ, 2302 MILITIA DRIVE JEFFERSON CITY MO

WHO MAY APPLY:

OPEN TO ON BOARD AGRS WHO ARE IN GRADES OF E7-E8, OR W1-W4, OR O3-O4. MOS/AOC IMMATERIAL. ALSO ANNOUNCED AS Army: MO-12847280-AR-25-108 Air: MO-12847281-AF-25-108

INSTRUCTIONS FOR APPLYING: Follow the link: <https://ftsmcs.ngb.army.mil/protected/Jobs/>. 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.

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 <http://www.moguard.ngb.mil/Resources/Human-Resources-Office/>. 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. [NGB 34-1]
2. [DA 5646]
3. [DA Form 705]- Army Fitness Test Record with most recent AFT.
4. [ERB]- Current Enlisted Record Brief, [ORB]- Current Officer Record Brief. You must submit the Selection Board Record Brief available at <https://arngg1.ngb.army.mil/SelfService/Careercenter/Home.aspx> in order to ensure your ERB/ORB is redacted IAW current policy.
5. [ASVAB SCORES]- Found on: Page 1 of DD 1966 Record of Military Processing - Armed Forces of the United States; on a REDD Report (obtained by local recruiter); on an Enlisted Record Brief (ERB); or AFCT Test Score Report (ENLISTED SOLDIERS ONLY). Line scores on supporting document(s) must be equal or greater in the specific category annotated on the job announcement or in DA PAM 611-21, or the application will be rejected.
6. [DA 2166]- Also known as NCOERs. Last three Enlisted/NCO Evaluation Reports (other performance evaluations from sister services acceptable). If the full three NCOERs are not available, applicant must submit a memorandum explaining missing NCOERs. NOTE: Applicants E5 and below who do not have all three NCOERs must have a unit member within their chain of command provide a memorandum attesting to the soldier's character of service (ENLISTED SOLDIERS ONLY).
7. [DA 67]- Also known as OERs. Last three Officer Evaluation Reports (other performance evaluations from sister services are acceptable). If the full three OERs are not available, applicant must submit a memorandum explaining missing OERs (OFFICER SOLDIERS ONLY).
8. [NGB 23 or NGB 23A]- Most recent Army National Guard Annual Statement also known as Retirement Point Summary and/or a Statement of Service.
9. [DD 214 and/or NGB 22]- All DD 214 copies must have Block 24 showing Character of Service and all NGB 22 copies must have Block 10 showing Record of Service.
10. [DA 3349]- Physical Profile and MOS Medical Retention Board MMRB (ONLY IF APPLICABLE).
11. [IMR Record]- Individual Medical Readiness. This form will show the PUHLES and last PHA date. The PHA date must be within last 15 months of the job announcement closing date. (Upon selecting/signing-in to <https://medpros.mods.army.mil/portal/#/>, scroll down and select "IMR RECORD"; Save and upload generated PDF document; must have all PHA and PULHES data). IAW NGR 600-5, "the IMR must be dated within the last 12 months to be valid." If the date on a submitted IMR is older than 12 months, applicants will be rejected. MEDPROS screenshots are not authorized. Submit memo for any discrepancies and/or call AGR Branch or your S1 for clarification.
12. Memorandum from unit stating whether or not unfavorable actions or flags are pending, dated within 60 days of closing date.
13. Memorandum from unit annotating current security clearance, dated within 60 days of closing date.
14. Any additional documentation.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Be able to pass the Standard Army Fitness Test (AFT)

2. DA Photos are prohibited as part of the application packet IAW current policy.
3. If a current AGR member, must not be in stabilization. Please reference Missouri AGR Handbook, 1 December 2014 (updated 15 February 2017). If an exception to policy is requested, see Appendix G. This must be routed through the AGR member's appropriate chain of command and the HRO.
4. Mandatory FTS training is a condition of maintaining employment.
5. Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, 601-280, and AR 135-18 as applicable.
6. Must be a United States citizen to apply.
7. Must be able to complete a 3 year initial tour of active duty or FTNGD prior to the date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation as prescribed by current directives.
8. Must not be receiving any military retired pay.
9. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.
10. Not have been involuntarily released from AD or FTNGD including AGR status or resigned in lieu of adverse personnel action.

BRIEF JOB DESCRIPTION:

This position is located in the Joint-Force Headquarters (JFHQ) state and reports directly to the Adjutant General (Head of Agency). This position has direct access and advisory responsibility to the Adjutant General (TAG) on all Equal Employment Opportunity (EEO). The position's purpose is to provide guidance and advice to the Adjutant General, senior commanders and managers on statutory requirements relating to the entire EEO program. The SEEM is the principal point of contact (POC) with the National Guard Bureau's Office of Equal Opportunity Compliance (NGB-EOC) and the local district office of the Equal Employment Opportunity Commission (EEOC).

MAJOR DUTIES:

1. Serves as principal advisor to the Adjutant General and manages the Equal Employment Opportunity programs to include Special Emphasis Programs, the Affirmative Employment Plan, Alternate Dispute Resolution, and Complaints Processing System for the Army and Air National Guard population of the state. Studies and analyzes employment laws, regulations and policies from National Guard Bureau Headquarters to formulate and implement the state's EEO program. 30%
 2. Prepares and coordinates the implementation of the State Affirmative Employment Plan. Devises methods for monitoring progress of minorities, women, those employees with disabilities, and personally monitors or coordinates the work of others in monitoring actions. Together with the JI, (Director of Manpower & Personnel) formulates policies designed to prohibit discrimination due to race, color, religion, sex, national origin, age and disability. 20%
 3. Reviews Human Resources policies and programs to determine barriers, if any; advises the Adjutant General relative to their impact on National Guard policy to overcome under representation of minorities and women; and recommends changes or new actions to the Adjutant General, Chief of Staff, and Human Resources Officer. Develops and conducts equal employment opportunity training for new hires and supervisors. Participates in the development and administration of the state's upward mobility program. 10%
 4. Conducts meetings both on and off the National Guard installation with community outreach organizations in the interest of improving equal employment opportunity initiatives and relationships. 10%
 5. In conjunction with the State HR/EO and MEO Officers, coordinates and assists in the development of ARNG EO and ANG MEO military programs and affirmative action plans. Performs necessary planning, coordination and follow-up actions in support of these programs and plans. 10%
 6. Counsels employees and applicants who believe they have been discriminated against; insures the timely, fair and impartial consideration and disposition of complaints; maintains and secures all documents pertinent to informal and formal complaints. Coordinates formal hearings when requested by the complainant. Make recommendations to the Adjutant General on resolution of complaints. Selects Special Emphasis Program Managers and EEO Counselors, and oversees their collateral work assignments. Supervises a full-time Equal Employment Specialist as required. Monitors state's Military EO complaints processing system on behalf of the Adjutant General. 20%
- Performs other duties as assigned. Other Significant Facts
- Those states having more than one Equal Employment position may supervise the work of subordinate specialists and support personnel. Establishes performance standards. Monitors and provides input to the employees' performance evaluations. Assists employees in reaching performance goals. Provides input to performance evaluations of the Equal Employment Opportunity Specialist, EEO Counselors and Special Emphasis Program Managers. Sets priorities and prepares schedules for the completion of the work. Make assignments based on priorities, difficulties, and requirements of the assignment; and the capabilities of individual employees. May participate in the interview process for prospective new specialists. Recommends an employee for appointment, promotion or reassignment. Inform subordinates of agency policies and programs. Identifies development and training needs of employees and provides or obtains training. Ensures position descriptions are accurate.

SELECTING SUPERVISOR:

COL MIKE SEEK

CONTACT INFO:

Air National Guard Human Resources POC: Mr. Aaron Williamson (573-638-9500 ext. 37498)
131st Bomb Wing Remote Designee POC: TSgt Samantha Harris (DSN: 824-8909)
139th Airlift Wing Remote Designee POC: MSgt Jordan Rumpf (DSN: 356-3059)
Army National Guard Human Resources POC: Mr. Jeffery Howard (573-638-9500 ext. 37057)
AGR Branch OIC: 1Lt Erin Rhoads (573-638-9757 ext. 39757)
AGR Branch NCOIC: 1SG Justin Lawzano (573-638-9654 ext. 39654)
AGR Branch NCO: SFC Kendra Whiles (573-638-9500 ext. 37490)
AGR Branch NCO: SSG Troy Schaffer (573-638-9674 ext. 39674)
Human Resources Director: LTC Daniel J. Campbell (573-638-9642 ext. 39642)

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.

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.