



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: A26-029

OPENING DATE: 17 Mar 26

CLOSING DATE: 27 Mar 26

- POSITION TITLE: ADMINISTRATIVE OFFICER
- MOS/AFSC: 01A
- MAXIMUM AUTHORIZED MILITARY GRADE: O3
- PARAGRAPH NUMBER: 120
- LINE NUMBER: 01

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ()

ENLISTED: ()

LOCATION OF POSITION:

MOARNG TRNG CTR CAMP CROWDER, 760 RAY A CARVER AVENUE NEOSHO MO

WHO MAY APPLY:

OPEN TO ON BOARD MO AGR SOLDIERS AND TECHNICIANS WHO ARE O3 AND BELOW TO INCLUDE CERTIFICATE HOLDERS

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 Combat Fitness Test Record with most recent ACFT.
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. [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.
9. DA FORM 5016 FROM IPPS-A
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. [DD 369]- Police Record Check. Section I, Blocks 2 through 9 must be complete (Do not complete block 10) and Section II, Block 11 must be signed (RECRUITING AND RETENTION POSITIONS ONLY).
15. [DA 7424]- Sensitive Duty Assignment Eligibility Questionnaire. Must be completed and signed by Soldier in blocks 5 and 6 and Commander in blocks 7, 8 and 9 (RECRUITING AND RETENTION POSITIONS ONLY).
16. Any additional documentation.

MINIMUM APPOINTMENT REQUIREMENTS:

1. The following qualifications must be met at the time of application:
2. Must be able to obtain a final secret security clearance.
3. Must not be receiving any military retired pay.
4. 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.
5. Meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Must meet height and weight standards of AR 600-9. Must be medically certified as drug free and test negative for HIV in accordance with AR 40-501 and AR 600-110. Must have current MOS Medical Retention Board (MMRB) if required.
6. Not have been involuntarily released from AD or FTNGD including AGR status or resigned in lieu of adverse personnel action.
7. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.
8. Must be a United States citizen to apply.
9. Applicants with 3 or greater in PULHES must have a MOS Medical Retention Board IAW AR 600-60.
10. DA Photos are prohibited as part of the application packet IAW current policy.
11. Be able to pass the Standard Army Combat Fitness Test (ACFT)
12. Mandatory FTS training is a condition of maintaining employment.

BRIEF JOB DESCRIPTION:

Directly supervises and provides technical and administrative supervision to a military personnel function. Formulates military human resources and administrative procedures and policies. Performs military human resources work in any of the program areas for which assigned for officer, warrant officer and enlisted members and included but not limited to enlistments, appointments, discharges, separations, branch transfers, interstate transfers, retirements, survivor benefits, etc. Plans, organizes and directs the activities of military human resources programs, ensuring compliance with legal and regulatory requirements and met customer needs. Develops goals and directives that integrate organization and military human resources objectives and established policies and procedures for accomplishment of the same. Oversees and reviews the accounting of funds for accounts relating to the area of assignment which included but was not limited to NGB tours, incapacitation pay, medical care, clothing, educational bonuses and incentives, and recruiting and retention incentive payments. Plans and schedules work in a manner that promoted a smooth flow and even distribution. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that experience, training, and abilities of staff were effectively utilized to meet organization and customer needs. Provides advice, guidance, and direction on a wide range of military human resources and administrative issues. Interviews candidates for positions and selected, or recommended selection of candidates for vacancies, promotions, details and reassignments. Hears and resolves employee complaints and referred serious unresolved complaints to higher-level management. Evaluates subordinate workers performance ensuring consistency and equity in rating techniques. Approves/disapproves leave requests. Performs other duties as assigned.

SELECTING SUPERVISOR:

MAJ CHASE PHILLIPS

CONTACT INFO:

Air National Guard Human Resources POC: Mr. Aaron Williamson (573-638-9500 ext. 39757)
131st Bomb Wing Remote Designee POC: TSgt 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.

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.