



## 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: AF24-038

OPENING DATE: 12 Apr 24

CLOSING DATE: 22 Apr 24

- POSITION TITLE: PROGRAM MANAGER (MISSION SUPPORT OFFICER)
- MOS/AFSC: 30C0
- MAXIMUM AUTHORIZED MILITARY GRADE: O6
- PARAGRAPH NUMBER: 000
- LINE NUMBER: 00

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ( )

ENLISTED: ( )

### LOCATION OF POSITION:

139TH AW  
705 MEMORIAL DR  
ST JOSEPH, MO 64503

DUAL ANNOUNCEMENT# MO-12386141-AF-24-151

### WHO MAY APPLY:

Must be a current on-board permanent AGR in the Missouri Air National Guard 139th AW, within the grade(s) of O5 and O6. (OTOT tours do not qualify) 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. SPECIAL REQUIREMENTS: Must be in the process of obtaining COE or have one approved.
4. Required: Certificate of Completion of Air War College
5. Required: CDB (Career Data Brief) or equivalent, if other branch of service.
6. 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.
7. Required: OPRs (Officer Performance Reports) or equivalent, if other branch of service. Provide last three only.
8. Required: AF Form 526 -PCARS (Point Credit Summary) or equivalent, if other branch of service.
9. Required: All DD 214s, NGB Form 23 or 23b, or DD Form 1506 (Statement of Service).
10. Optional: Resume Cover Letter and/or Resume.

### MINIMUM APPOINTMENT REQUIREMENTS:

1. Missouri Air National Guard Membership is required.
2. Must be a current on-board permanent AGR at the 139th Airlift Wing in the Missouri Air National Guard
3. Air Force Specialty Code (AFSC): 30C0. Selected individual must be AFSC qualified in 30C0, If not AFSC qualified in 30C0, selected individual must be 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. Promotion Potential: The known promotion potential for this position based on ANGI 36-101 Comparability Table 13.1: Col (O-6).
5. Current Military Grade Requirements: Promotable Lt Col (O-5) members and above can apply. (SUBJECT TO THE POSITION AVAILABILITY AND CONTROL GRADE AUTHORIZATION FROM NGB).

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.
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#### **BRIEF JOB DESCRIPTION:**

2.1. Directs support units. Determines requirements of assigned units by analyzing mission and interpreting directives, orders, and regulations. Formulates plans and establishes policies and procedures for activities such as personnel, administration, training, facility use, recreational services, open mess operations, engineering and construction, food services, billeting supply, small arms firing, youth programs, force protection, and communications. Directs implementation of programs for activities such as flying safety, reserve training, disaster preparedness, force protection, sanitation, utility service, crash rescue, fire protection, proficiency flying, host-tenant agreement, labor negotiations, and equal employment opportunity. Directs studies and surveys to determine perceptions of personnel and implements plans to resolve problems and eliminate conditions contributing to low morale. Ensures availability of religious, legal education, photo, graphics, and audiovisual services. Selects and assigns commanders of specialized squadrons such as security forces, combat support and civil engineering. Convenes summary courts and approves special courts-martial and discharge actions for all installation personnel.

2.2. Monitors support activities. Reviews inspection reports to determine status of activities such as military and civilian personnel, labor relations, and materiel. Inspects assigned units and organizations, including base exchange outlets and commissaries, to ensure compliance with directives and procedures. Inspects and evaluates program effectiveness for housing, welfare, education, force protection, weapons storage, and dormitories.

2.3. Coordinates support activities. Conduct staff meetings and converses and appoints boards, councils, and committees to assist in managing assigned activities. Ensures effective interface of assigned units with those of other functional areas to optimize support and accomplish primary mission. Coordinates with civic organizations to develop an effective community relations program.

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#### **SELECTING SUPERVISOR:**

COL JOHN CLUCK

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#### **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 Jordan Rumpf (DSN: 356-3059)

Army National Guard Human Resources POC: Mr. Jeffery Howard (573-638-9500 ext. 37057)

AGR Branch OIC: 2Lt Erin Rhoads

AGR Branch NCOIC: 1SG Michael Wooten

AGR Branch NCO: SFC Kendra Cox

AGR Branch NCO: SSG Chace Caldwell

Human Resources Director: Mr. Rodney Ginter

Human Resources Deputy Director: Ms. Theresa Wagner

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#### **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.