



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: A24-064

OPENING DATE: 02 May 24

CLOSING DATE: 12 May 24

- POSITION TITLE: ADMIN_OFFICER
- MOS/AFSC: 00F
- MAXIMUM AUTHORIZED MILITARY GRADE: O4
- PARAGRAPH NUMBER: ---
- LINE NUMBER: --

APPOINTMENT FACTORS: OFFICER: (X)

WARRANT OFFICER: ()

ENLISTED: ()

LOCATION OF POSITION:

1140 EN BN HHC ENGINEER BN, 2626 INDEPENDENCE STREET CAPE GIRARDEAU MO

WHO MAY APPLY:

OPEN TO ALL SOURCES O3 AND ABOVE

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 Physical Fitness Record with most recent APFT. All current valid passing APFT Scores remain valid. The Soldier's last record APFT remains valid until further notice IAW current policy (HQDA EXORD 164-20 FRAGO 1)."
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).
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 last PHA date, this date must be within last 15 months of closing date of job announcement. (Upon selecting/signing-in to link, select PRINT or scroll down and select IMR link; must have all PHA and PULHES data)
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. Memorandum from over-grade applicant stating that they will voluntarily take a reduction in rank if selected for the position (ONLY IF APPLICABLE).
15. Memorandum certifying they have notified their immediate supervisor of their intention to apply for this AGR vacancy (AGR OR TECH MISSOURI NATIONAL GUARD ONLY).
16. Any additional documentation.

(ARMY ONLY) MILITARY OCCUPATIONAL SPECIALTY: 00F

If not currently MOS qualified, selected individual will have one year to become qualified. Individual selected for this position will be required to satisfy a stabilization period IAW current HRO guidance. Applications will be accepted from individuals who meet the prerequisites outlined in Army regulations: NGR 600-5, DA PAM 611-21, AR 135-18.

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. Be able to pass the Standard Army Physical Fitness Test (APFT).
4. Must not be receiving any military retired pay.
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. 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. The waiver must be successfully routed and included in the application before the closing date.
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 RICHARD BRANSON

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

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.