

## MISSOURI ANG OFFICER VACANCY ANNOUNCEMENT

### POINT OF CONTACT:

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### POSITION, TITLE, LOCATION

Traditional Guardsman (Part-time)  
Personnel Officer- 38F (Overage)  
Whiteman AFB, MO and Jefferson Barracks/131 BW

### NUMBER OF POSITIONS:

1

### OPENING DATE:

13 May 2024

### CLOSING DATE:

12 Jul 2024

**AREA OF CONSIDERATION:** All enlisted and officers (O-4 and below) who meet qualifications and who can become current members of the MISSOURI AIR NATIONAL GUARD.

### **DUTIES:**

A Personnel Officer operates within the Force Support Squadron (FSS) as part of a team responsible for providing force support and sustainment services to all wing units and their members located at Whiteman AFB, Ike Skelton Training Site (Jefferson City), Lambert Field and Jefferson Barracks (St. Louis). These services encompass everything from formal training to cradle-to-grave personnel services; lodging and food service to the "Fit to Fight" program, etc. Personnel Officers plan and organize personnel management and sustainment activities such as:

- Develop program and services to better meet the needs of squadron/group commanders throughout the wing and GSUs; establish performance standards, work/training schedules, and priorities.
- Develop, coordinate, and execute broadbased personnel and sustainment services to support peacetime, exercise, contingency, and wartime operations.
- Provide superintendent(s) and members of the Military Personnel Section (MPS) and/or Services Section (SVS) with necessary guidance, information, knowledge, and training to accomplish mission goals and objectives.
- Design internal and external presentation materials to further the education of FSS staff and wing populace on personnel and sustainment actions and transactions, especially highlighting customer self-help.
- Serve as a trusted member of the Squadron's leadership team in maintaining balance, efficiency, and economy of operations to accomplish programmed objectives.
- Exercise appropriate supervisory authority and discretion within section; keeping commander abreast of issues and developments.
- Manage programs related or unrelated to personnel/sustainment management as a member of the Wing's officer corp.
- Identify trends and patterns, recommends ways to improve customer services and increase effectiveness and efficiency in services provided.
- Provide personnel/technical advice, interpretation, and guidance on a variety of personnel, manning and/or sustainment services related matters, to internal (FSS) and external (Wing/GSU) customers.

## **QUALIFICATIONS:**

- Undergraduate or Graduate degree. Desired degrees: Mathematics, Statistics, Operations Research, Industrial Engineering, Management Sciences, Quantitative Methods, Accounting, Computer Science, Behavioral Science, Industrial and Organizational Psychology, Public Administration, Public Policy Analyst, Economics, Business Administration, business/Managerial Economics, Finance, Human Resources.
- Current passing FIT test (within 12 months)
- Current green ASIMS (medical)
- No convictions for alcohol, financial or behavioral related incidents, or law violations other than traffic.

**EVALUATION PROCESS:** **Complete** applications must be received by COB on closing date; screening and candidate selection will be on-going throughout open period. Applicants selected as potential candidates for the position will be required to meet a board; depending on volume of qualified candidates, telephone screening interviews may be conducted. Selectee will be assigned to compatible military position in the 131BW at Whiteman AFB. If not already commissioned, selectee will attend the ANG commissioning program. If selectee does not possess the 38P AFSC, then they are required to attend technical school.

## **APPLICATION MUST CONTAIN:**

- 1) Letter of Application/Interest
- 2) Military & Civilian Resume; include contact info
- 3) AFOQT Scores;  
- If you have already taken the AFOQT you can get your results at:  
<https://w20.afpc.randolph.af.mil/afqtsnet20/DODBanner.aspx>  
- To schedule testing at WAFB: Test Office @ 660-687-1728
- 4) College transcripts (unofficial) – from degree granting university only
- 5) Two letters of recommendation from non-personal/social association
- 6) Prior Service documents (DD214's, NGB 22's, Career Data Brief (from V-Mpf)
- 7) Historical print out of FIT tests (must include *entire* record)
- 8) Medical ASIMS report (all green)
- 9) Points Credit Summary (PCARS) – applicable only to members not currently part of the Missouri Air National Guard

Scan and email complete package in One-Single File PDF to [daniel.worthen.2@us.af.mil](mailto:daniel.worthen.2@us.af.mil).