



Washington Air National Guard

Active Guard Reserve (AGR) Announcement

indexes, and files guidance and reference material such as correspondence, requisitions, message forms, human resources regulations, instructions, manpower reports and records, utilizing appropriate code and file systems and cross-referencing when required. Performs substantive administrative and clerical support duties in the areas of incentive awards, training, classification, performance ratings, etc. Maintains data concerning technician and AGR manning documents, including listings of employees against positions. Utilizes personal computers with different software applications in daily work and prepares presentations, graphs, charts, and tables. Performs other duties as assigned.

ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- Comprehensive knowledge of a wide range of NGB and OPM recruitment and placement regulations, policies and procedures including the local merit promotion plan, and an understanding of numerous AGR, GS, WG, WL and WS occupational qualification requirements to develop vacancy announcements and to analyze and evaluate individuals' basic eligibility for a variety of clerical, technical, administrative, and wage grade positions
- Ability to use personal computers with different software applications (i.e. Microsoft Word, Adobe Acrobat, Form Flow, Microsoft Excel, Microsoft Access, Microsoft Power Point) to prepare presentations, graphs, charts, and tables
- Ability to communicate orally and in writing and to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties
- Practical knowledge of position classification rules, regulations and procedures and ability to use standards that clearly apply or that are used for cross-series comparison

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) (*only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) NO BINDERS OR BOUND DOCUMENTS

Email applications to: REBEKAH.L.STROMAIN.MIL@MAIL.MIL

When emailing applications, please put the announcement number and last name in the subject line



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Applications can also be mailed to:

118 Infantry Drive, bldg. 118
Camp Murray, WA 98430
Attn: SMSgt St.Romain

Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc. please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO.** Applications not received by HRO by the closing date will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.