



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-074-ANG

POSITION INFORMATION

Position: Quality Assurance Rep/Cyber Systems Ops **Grade:** E-6/TSgt

Location: 262 NWS, JBLM, McChord Field, WA **AFSC:** 3D072

Opening Date: 10 September 2016

Closing Date: 11 October 2016

WHO CAN APPLY

All current members of the Washington Air National Guard and those eligible to join.

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- Must possess 3D032 AFSC at minimum
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above for entry into the AGR Program.
- Possess or be able to obtain a **TOP SECRET** security clearance

SUMMARY OF DUTIES

Member will be responsible for the daily administration and coordination of the squadron's Quality Assurance (QA) program for IT maintenance, and self-inspection/unit compliance programs.

In accordance with the Defense Intelligence Agency (IC Tech Spec-for ICD/ICS 705), incumbent must be able to perform rotational on-call duties in response to after duty alarm conditions at the secure work center. Specifically, incumbent or authorized representative must be able to report within one hour of notification, to conduct internal inspection of the facility, determine probable cause of the alarm activation, and reset the intrusion detection system.

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.

-- Experience and knowledge of USAF Quality Assurance (QA) programs. Knowledge of QA requirements as outlined in AFI 33-150 and applicable technical orders (such as MPTO 00-33A-1001)



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-- Experience and knowledge of 3D0X2 roles and responsibilities. Experience and knowledge of associated systems such as resolving internet access issues, trouble tickets, creation of admin accounts, and installation patches. Ability to track, manage and evaluate 3D0X2 training requirements

-- Experience and knowledge of unit compliance programs and USAF Management Internal Control Toolset (MICT) program. Ability to schedule & track completion of self-inspection checklists across a squadron. Ability to track unit findings and remedies to those findings

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume 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) from the vMPF under Self-Service Actions, Personal Data. (*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: LORIE.K.MOORE.MIL@MAIL.MIL

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

****IF POSSIBLE, email application as ONE attachment in the order listed above, otherwise multiple attachments is fine.***

Applications can also be mailed to:

HUMAN RESOURCES OFFICE/AGR
Attn: MSgt Moore/Air AGR Manager
33 41st Division Way, Bldg 33
Camp Murray, WA 98430

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.



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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.
- Point of Contact for general AGR announcements:
MSgt Lorie Moore, AGR Manager for Air (253) 512-8347