

DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
194TH AIR SUPPORT OPERATIONS GROUP, WA ANG
DSG ANNOUNCEMENT # 20-14

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION #
194 th Air Support Operations Group 109 Engineer Dr. Camp Murray, WA	1 Aug 2019	Open until filled	086414834
POSITION TITLE, GRADE, AFSC:			
Personnel, AB to MSgt, 3F0X1			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
For entry into this specialty, completion of high school with courses in English composition and speech is desirable. 3.3. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory, and ability to operate a keyboard at a minimum rate of 25 words per minute (WPM).			
SPECIALIZED EXPERIENCE:			
This is an entry level position or a cross training opportunity. Must meet entry level standards and the AFECDC requirements for consideration.			
OTHER REQUIREMENTS:			
Must be able to acquire or possess and maintain a SECRET security clearance. Must possess a valid Driver's License to meet deployment requirements. Must set an example in terms of compliance with Dress and Personal Appearance, AF Fitness Program, and PME requirements. Members must be able to meet the travel requirements of this position, as well as performing additional planning days required by the Commander. Member is expected to attend all UTAs, additional pre-UTA training events, Annual Field Training, and remain eligible for World Wide Deployments.			
AREA OF CONSIDERATION:			
All 3F0X1 personnel who meet FIT requirements and are members of the Washington Air National Guard or those eligible for enlistment in the Washington Air National Guard.			
WORKING CONDITIONS:			
Work is accomplished primarily in an office environment and may involve minor lifting of office items. Will involve visits to geographically separated units or deployment locations.			
SUMMARY OF DUTIES:			
This is a traditional Air National Guard position in the 194th ASOG. 1. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions. 2. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and			

identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

4. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

5. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

6. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

INFORMATION

1. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

INSTRUCTIONS TO APPLICANTS

APPLICATION REQUIREMENTS:

Applicant will be scheduled for interview once a completed package is received and reviewed. A selection board or interview will be held after the close out date of the bid.

FORMS REQUIRED IN APPLICATION PACKAGE:

- Letter of interest
- Resume
- Copy of vMPF Records Review, if applicable
- Copy of current Fitness Assessment Results, if applicable

Prior Service Applicants:

Interview with unit commander, or designated representative, prior to meeting state selection board.

All selections must be approved by the National Guard Bureau.

EMAIL RESUME TO:

Or: francis.j.scolaro.mil@mail.mil

OR SEND TO:

Or: francis.j.scolaro.mil@mail.mil

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, factor consideration, selection, and placement of applications.