





# Washington Air National Guard

## Active Guard Reserve (AGR) Announcement

Develops and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training for personnel.

### 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.

--Knowledge of a wide range of technical methods in the detailed performance characteristics of specific IT and telecommunications equipment, systems, services and transmission media. Must have an in-depth understanding of basic electronics theory and operating principles the applications of existing and planned technology to communications requirements, equipment interoperability and compatibility and the methods and techniques for acquiring equipment, systems and services to accomplish information transfer.

--Knowledge of maintenance, installation, and operation of analog/digital signal conditional equipment. Knowledge of applications, operating systems, network systems, communications, protocols and equipment to provide advice and assistance to customers.

--The ability to understand, evaluate, and translate the needs of communications users into requirements and to relate customer requirements to existing technology, policies and priorities, available technology and services, operating practices and procedures, equipment and staffing requirements, and other supporting services required; to include the knowledge of technical methods to perform assignments such as carrying out limited projects which involve use of specialized, complicated techniques.

-- Knowledge of and ability to serve as Work Center Supervisor and control the work flow within the shop. Progressively mentor and hold accountable the Airmen/NCOs under your charge to maximize their leadership abilities and potential.

-- Knowledge of and ability to plan, develop and conduct training for military personnel who install, operate and maintain sophisticated electronic and data communications equipment. Knowledge of USAF Communications-Electronics (C-E) maintenance systems and documentation procedures.

-- Ability to communicate effectively, both orally and in writing and to interact effectively with personnel at all levels of command.

### 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*, version dated 20131111
- 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, Record Review, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.



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- 5) Point Credit Summary (PCARS) from the vMPF under Self-Service Actions, Personal Data, PCARS. 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*)

## Submission of application:

Email applications to: [LORIE.K.MOORE.MIL@MAIL.MIL](mailto:LORIE.K.MOORE.MIL@MAIL.MIL)

*\*All application documents must be consolidated into a single .pdf file if at all possible*

*\*When emailing applications, please put the announcement number and last name in the subject line. Also, name your .pdf file with the announcement number and last name. (Ex. 18-015-ANG Moore)*

*\*If you do not receive an email “confirmation of receipt” within 4 duty days of emailing your application, please contact SMSgt Lorie Moore at 253-512-8347 or DSN 323-8347*

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time will not be accepted. Applications will not be returned.

## ADDITIONAL INFORMATION

- New AGR's will be placed on a 2-3 year probationary tour. Continuation orders will be issued through a tour renewal request or an AGR Continuation Board as applicable.
- 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.



## **Washington Air National Guard Active Guard Reserve (AGR) Announcement**

- Point of Contact for general AGR announcements:  
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347