



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 20-059-ANG

(Position available on 1 September 2020)

POSITION INFORMATION

Position:	Personnel Craftsman	Grade:	E-7/MSgt
Location:	225 Support Squadron JBLM, McChord Field, WA	AFSC:	3F071
Opening Date:	5 February 2020	Closing Date:	4 March 2020

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, (unless otherwise noted), to be considered:

- Applicants must possess 3F071 AFSC.
- Applicants must be current E-7/MSgt or a promotable E-6/TSgt. E-6/TSgt must meet all requirements to be promoted to E-7/MSgt
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

This position is for the Personnel NCOIC within the 225 Air Defense Group. The selected individual will primarily be responsible for, but not limited to, the military leave program, drill status pay and accountability, drill status leave, AROWS/DTS orders, billeting coordination, records management, unit sponsorship program, in- and out-processing unit personnel, and the unit career advisor program. In addition to these primary responsibilities, the selected individual will assist with general office management, customer service, re-enlistment/ extensions management, AGR tour renewals, retirement/separation requests, and job vacancy announcements. WA ANG policy requires initial AGR tours to be two to three years with potential for renewal at the end of the initial tour. Subsequent AGR tours are limited to a maximum of no more than four years.



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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 with various Personnel programs/systems to include: manning, promotions, evaluations, separations, benefits, awards and decorations, AROWS, vPC, MilPDS etc.**
- **Knowledge of leading and managing in a dynamic work environment.**
- **Ability to advise commanders and Airmen on Air Force personnel policies.**
- **Ability to manage multiple tasks while handling a large volume of work with frequent interruptions.**
- **Knowledge of Air Defense Sector is desirable**

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.
- 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 from AFFMS II (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Current AF Form 422 from Medical Group (*does not apply to current WA ANG members*)
- 8) Response to Job Elements (*not required, but highly encouraged*)

Submission of application:

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL

***All application documents must be consolidated into a single .pdf file.**

***When emailing applications, please put the announcement number and last name in the subject line. Also, name/title .pdf file with the announcement number and last name. (Ex. 20-005-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**



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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 and applicant selectee meets all requirements to enter an AGR tour.
- 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 this announcement at 225 ADG:
SMSgt Rebekah St. Romain: DSN 382-4404, Comm (253) 982-4404
rebekah.stromain.1@us.af.mil
- Point of Contact for AGR announcements:
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347