POST ON BULLETIN BOARD

DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
141st MISSION SUPPORT GROUP
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # FY-20-03-040

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
141st Mission Support Group 5 West Bong Street Fairchild AFB WA 99011	6 Mar 2020	07 Apr 2020	1001291

POSITION TITLE, GRADE, AFSC, FACILITY:

Administration, TSgt, 3F571

MINIMUM REQUIREMENTS FOR CONSIDERATION:

- Must meet Air Force fitness standards.
- Applicants need not possess the AFSC to apply or be considered for selection. Selected applicant must attain the 3F531 AFSC within 1 year of appointment action.
- No disciplinary actions such as LORs or Article 15s issued.
- Ability to speak distinctly in both written & verbal communication

AREA OF CONSIDERATION:

Current members of the Air National Guard.

WORKING CONDITIONS:

The UTA working conditions are typically within the 141st Mission Support Group at Fairchild AFB, WA. TDYs and deployments as required to support the mission.

SUMMARY OF DUTIES:

- Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, and meeting support. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.
- Human Resources. Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.
- Executive Support. Provides executive administrative support to Senior Officers and Civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates gifts, and manages guest lists.

SPECIALIZED EXPERIENCE:

- Demonstrated knowledge, skills, and abilities with executive office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.
- Qualification in and possession of AFSC. Experience managing and directing administrative functions.

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:

1. Resume cover letter

2. 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).

3. Current Report of Individual Person (RIP) from vMPF.

4. Point Credit Summary (PCARS) from vMPF.

5. Current Report of Individual Fitness

6. Last EPR completed

7. Letters of Recommendation

EMAIL RESUME TO:	**OR SEND TO:**
MSgt Trista Myers trista.myers.2@us.af.mil Applications must be received NLT 1200 on closing date.	MSgt Trista R. Myers 141 MSG/CSS 5 WEST BONG ST SUITE 103 FAIRCHILD AFB WA 99011 Applications must be received NLT 1200 on closing date.

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.