

**DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
HQ WA ANG  
DSG ANNOUNCEMENT # 20-24**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
118 Infantry Drive, Camp Murray, WA 98430	1 MAY 2020	22 MAY 2020	072333434

**POSITION TITLE, GRADE, AFSC, FACILITY:**  
Administration, SSgt up to MSgt, 3F571, Building 118, Camp Murray, WA

**MINIMUM REQUIREMENTS FOR CONSIDERATION:**  
The following criteria must be met as of closeout date of this announcement to be considered:

1. Must hold the 3F5X1 AFSC, at either the 5- or 7-level.
2. Minimum grade for this position is E-5/SSgt.
3. Must meet Air Force physical fitness standards IAW AFI 36-2905 with a score of 75 or above (*only applies to current members of the USAF, USAFR or ANG*)
4. Must possess or be able to obtain and maintain a **SECRET** security clearance.

**OTHER REQUIRMENTS:**

1. Possess the ability to effectively communicate both written and verbally with all members within the chain of command and peer group.
2. Expected to attend all Regularly Scheduled Drills (RSDs) and Annual Training (AT).
3. No disciplinary action pending.

**AREA OF CONSIDERATION:**  
All members of the Washington Air National Guard and those eligible to enlist in the Washington Air National Guard.

**SUMMARY OF DUTIES:**  
Provides administrative support and customer service to ensure efficient office operations within the HQ WA ANG. Manages a variety of personnel programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, and in-/out-processing personnel. Ensures accuracy of information in personnel database systems (MilPDS/PRDA/RAW). Coordinates personnel actions between unit of assignment and military personnel organizations. Establishes controls and suspense dates and follows up on suspense dates to ensure required actions and responses are made within deadlines.

Performs a variety of clerical functions as needed by HQ staff, to include organizational communications. Responsible for correspondence preparation, distribution, suspense tracking, workflow management and record keeping. Updates manuals on policy and directives as well as preparing reports and information in support of the WA ANG. Ensures communications comply with Air Force standards for style and format. Receives and answers routine telephone inquiries or refer to appropriate staff. Uses judgment to answer recurring questions and resolve clerical and administrative issues. Receives and refers visitors. Distributes mail and messages.

Provides Protocol support in planning, preparing, arranging and conducting official functions, such as promotion/retirement ceremonies, schedule event locations, coordinate mementos, and manage guest lists.

Other duties as assigned.

**INSTRUCTIONS TO APPLICANTS**

**APPLICATION REQUIREMENTS:**  
Applicants will be scheduled for interview once completed package have been received and reviewed. All packages will be considered for all vacancy announcements. Package must be received by the closing date.

Please submit:

- Resume cover letter (*not required, but highly encouraged*)
- Resume
- Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages (*only applies to current members of the USAF, USAFR or ANG*)
- 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*)
- Current "Fitness Tracker" Report from AFFMS II (*only applies to current members of the USAF, USAFR or ANG*)
- Letter(s) of Recommendation (optional)

Application packages must be received by the closing date. Submit complete package to:

**HQ WA ANG/A1  
Attn: CMSgt Darlene Boydston  
118 Infantry Drive  
Camp Murray, WA 98430-5012**

**Phone #: COMM (253) 512-3360 / DSN 370-3360  
Or email package to: darlene.l.boydston.mil@mail.mil**

**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.