

**POST ON BULLETIN BOARD**  
**DRILL STATUS GUARDSMAN**  
**POSITION VACANCY ANNOUNCEMENT**  
**141st MISSION SUPPORT GROUP**  
**WASHINGTON AIR NATIONAL GUARD**  
**DSG ANNOUNCEMENT # FY-21-01-029**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
141st Mission Support Group 5 West Bong Street Fairchild AFB WA 99011	10 Jan 2021	Until Filled	1001291
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
Administration, TSgt, 3F571			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
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.			
<b>AREA OF CONSIDERATION:</b>			
Current members of the Air National Guard and those able to join the Washington Air National Guard.			
<b>WORKING CONDITIONS:</b>			
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.			
<b>SUMMARY OF DUTIES:</b>			
Candidate supports mission sustainment under the following areas of responsibility: <ul style="list-style-type: none"> <li>• <b>Office Management:</b> 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.</li> <li>• <b>Human Resources:</b> 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.</li> <li>• <b>Executive Support:</b> 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.</li> </ul>			

**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.
- Ability to supervise subordinates which includes: developing and administering standards, appraisals and training plans, and directing/prioritizing tasks.
- Ability to read, understand, interpret and administer Air Force Instructions (AFIs), laws, and directives.
- Ability to effectively lead personnel.
- Ability to independently identify unit-level weaknesses and develop solutions that are effectively implemented with successful results.

**INFORMATION**

1. If selectee is an AGR, assumption of position cannot be made until the Manning Change Request (MCR) has been approved by NGB.
2. If this is a promotion announcement, but a change is required to the manning document – the promotion package may not be submitted until the Manning Change Request (MCR) has been approved by NGB.
3. 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. Letters of Recommendation

**EMAIL RESUME TO:**

TSgt Blevins  
[leticia.blevins.1@us.af.mil](mailto:leticia.blevins.1@us.af.mil)  
Applications must be received NLT 1200 on closing date.

**OR SEND TO:**

TSgt Leticia Blevins  
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.