

POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
141st MAINTENANCE GROUP
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # FY-21-21-031

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
141st Maintenance Group 311 West Arnold Street Fairchild AFB WA 99011	12 Jan 2021	12 Feb 2021	0976965 0858112
POSITION TITLE, GRADE, AFSC, FACILITY:			
Commander's Support Staff, TSgt, 3F071 ** 2 Positions Available **			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
SSgt/TSgt, Meets Air Force fitness standards			
AREA OF CONSIDERATION:			
Current members of the Washington Air National Guard – prefer a member who lives locally.			
WORKING CONDITIONS:			
The UTA working conditions are typically within the 141st Maintenance Group at Fairchild AFB, WA. TDYs and deployments as required to support the mission.			
SUMMARY OF DUTIES:			
The Commander's Support Staff provides management support in providing a wide variety of orderly room & administrative support for the organization, and its units. These responsibilities include serving as the focal point, local authority and expert source for information for all administrative functions of the unit, such as evaluations, awards and decorations, retirements & separations, and retention.			
OTHER REQUIREMENTS:			
<ul style="list-style-type: none"> Fluent in Microsoft Office, Adobe, MS Teams, Outlook, and the Tongue & Quill 			
SPECIALIZED EXPERIENCE:			
Ability to communicate effectively, ability to provide effective customer service			

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)
4. Point Credit Summary (PCARS) from vMPF.
5. Current Report of Individual Fitness
6. Letters of Recommendation (Max 2)

EMAIL RESUME TO:

MSgt Stephen Ramirez
stephen.ramirez.6@us.af.mil
Applications must be received NLT 1500 on closing date.

OR SEND TO:

141 MXG
311 W ARNOLD ST
FAIRCHILD AFB WA 99011
Applications must be received NLT 1500 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.