

**DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
194TH INTELLIGENCE SQUADRON,  
WASHINGTON AIR NATIONAL GUARD  
DSG ANNOUNCEMENT #22-23**

WASHINGTON AIR NATIONAL GUARD:	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
194th Intelligence Squadron 109 Engineer Drive, Camp Murray, WA 98430	15 March 2022	3 May 2022	0102956534
<b>AFSC, POSITION TITLE, GRADE:</b>			
3F071, Personnel, AB (E-1) – TSgt (E-6)			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
The following criteria must be met as of closeout date of this announcement to be considered:			
<ol style="list-style-type: none"> <li>1. Must possess, be eligible to obtain or retrain, as a 3F071 AFSC and meet World Wide deployment requirements.</li> <li>2. Must meet Air Force physical fitness standards IAW AFI 36-2905 with a score of 75 or above (<i>only applies to current members of the USAF, USAFR or ANG</i>)</li> <li>3. Must possess or be able to obtain and maintain a TOP SECRET/SCI security clearance.</li> </ol>			
<b>SPECIALIZED EXPERIENCE:</b>			
This is an entry level position and is available for re-training.			
<ol style="list-style-type: none"> <li>1. Completion of formal AFSC Training (within 24 months).</li> <li>2. Demonstrated initiative and ability to identify and solve problems independently, consistent with commander's expectations.</li> <li>3. Ability to task, manage and supervise subordinate enlisted members in accordance with command directives.</li> <li>4. Provides positive guidelines, opportunities for personnel career progression, and career counseling.</li> <li>5. Must demonstrate excellent interpersonal and communication skills, both orally and in writing.</li> <li>6. Ability to lead and work independent of direct supervision when necessary.</li> </ol>			
<b>OTHER REQUIREMENTS:</b>			
Expected to attend Regularly Scheduled Drill periods, Annual Training, and remain eligible for World Wide Deployments.			
<b>AREA OF CONSIDERATION:</b>			
All members of the Washington Air National Guard and those eligible to enlist.			
<b>WORKING CONDITIONS:</b>			
Work will be conducted indoors within office-space and facilities.			
<b>SUMMARY OF DUTIES:</b>			
<ol style="list-style-type: none"> <li>1. Organizes and administers the military human resource programs for the unit. Provides advice, counsel and assistance to the commander and unit staff pertaining to military human resources administration. Interprets, and implements applicable major command, National Guard and state regulations, instructions, policies and precedents pertaining to the full range of military human resources actions.</li> <li>2. Manages the staffing, classification, assignment, and utilization of personnel in accordance with unit manning documents. Accomplishes a large variety of military human resources transactions which may include assisting with appointment applications, re-enlistments, separations actions, recommendations for promotions, recommendations for awards and decorations, duty assignments, transfers, officer and enlisted evaluations, security clearances, retirements, casualty affairs, fitness program, payroll actions, etc. Provide assistance and information to affected personnel at all levels to complete such transactions. Ensures that all required supporting data is captured and appropriately archived to allow recovery. May be required to support unit deployments, i.e. establish and maintain deployment folders, assist with completion of passport applications, publication of special orders, etc.</li> <li>3. Provides counseling to current and potential members. Provides information to members on benefits and entitlements, career and incentive programs, retirement, and other benefits. Provides assistance to dependents concerning benefits and entitlements. Ensures all necessary application forms are completed and forwarded to the host MPF and Retention Office Manager (ROM) for processing. Performs all military human resources work relating to unit deployment requirements including address changes.</li> <li>4. Assesses individual career development needs and recommends course of action options to meet individual goals.</li> </ol>			

Advises members on self-development activities and explains eligibility requirements and regulatory requirements.  
5. Provides assistance on various accounting and finance issues. Assist members with military and travel pay issues, problems, and matters relative to temporary duty, basic military training, technical training, annual training, special training, and other active duty requiring special orders. Performs internal staff visits.  
6. Knowledge and proficiency of Command Human Resource Intelligence System (CHRIS) preferred.  
7. Performs other duties as assigned.

**INFORMATION**

(Do Not Make Changes to This Section)

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
2. vMPF records review
3. Current Fitness Assessment Results

**EMAIL APPLICATION TO:**

CMSgt Denise Avery  
[denise.avery.1@us.af.mil](mailto:denise.avery.1@us.af.mil)

Subject line must read:  
“194 IS 3F071 TSgt Application”

**EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, factor consideration, selection, and placement of applications.