

**DRILL STATUS GUARDSMAN  
POSITION VACANCY  
ANNOUNCEMENT 194th WING  
DSG ANNOUNCEMENT # 23-09**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
BLDG #109, Camp Murray, WA 98430	1 Oct 2023	Until Filled	0103088034
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
Director of Complaints Resolution, O-4 to O-5, 87Q0, 194th Wing, Camp Murray, Washington			
<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>Open to all Washington Air National Guard (WA ANG) Officers and those eligible to join.</li> <li>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> </ol>			
<b>OTHER REQUIREMENTS:</b>			
<ol style="list-style-type: none"> <li>Possess the ability to effectively communicate both written and verbally with all members within the chain of command and peer group.</li> <li>Expected to attend all Regularly Scheduled Drills (RSDs) and Annual Training (AT).</li> <li>No disciplinary action pending.</li> </ol>			
<b>AREA OF CONSIDERATION:</b>			
Nationwide, any AFSC eligible, open to promotable O-4/highest grade O-5.			
<b>SUMMARY OF DUTIES:</b>			
<p>1. Special Duty Summary. Plans, directs, conducts, and monitors inspector general (IG) complaints resolution programs. Provides policy guidance, procedures, planning, oversight, and direction for implementing the Air Force's Complaints Program and Fraud, Waste, and Abuse (FWA) Program at center, wing, and installation levels.</p> <p>2. Duties and Responsibilities: 2.1. Plans, directs, conducts, and monitors IG complaints resolution activities. Operates and manages a complaints resolution directorate within the Office of the Inspector General. Responsible for overall operation, administration, and management of IG complaints resolution programs. Formulates plans and establishes guidance and direction for IG investigations; FWA; administration; operation; training; employment; maintenance; supply; resources; complaints processing; compliance with Title 10 USC Section 1034 (Protected communications; prohibition of retaliatory personnel actions); use, denial, and release of IG records; and safeguarding of IG information and materials.</p> <p>2.2. Organizes IG activities. Develops, establishes, and controls methods and procedures to implement IG complaints resolution policies and programs. Provides direction and policy guidance concerning IG complaints resolution programs, plans, requirements, management, complaint processing, FWA, Whistle Blower protection, records release, congressional inquiries, education and awareness initiatives. 2.3. Provides IG support. Maintains liaison with complainants and those seeking information. Establishes procedures to receive, process, refer, and manage information, resources, assets, and activities to support operation and management of the Air Force's Complaints and FWA Programs. Advises personnel on IG responsibilities, policies, services, and programs. Conducts and monitors IG activities including complaints processing, FWA, reprisal and military Whistle Blower protection, administrative investigations, improper Mental Health evaluations; restriction; release of IG records and information, and referral services to ensure mission accomplishment. Trains commanders and educates base personnel on IG complaints resolution issues and procedures. Provides assistance and referral services. 2.4. Reviews and evaluates IG complaints resolution programs and activities. Reviews and analyzes methods, procedures, practices, processes, and systems used to accomplish IG activities and functions. Evaluates effectiveness of IG support and office management.</p> <p>3. Special Duty Qualifications: 3.1. Knowledge. Knowledge of Air Force objectives, leadership and management concepts and their relationship to mission accomplishment is mandatory. 3.2. Education. For entry into this SDI, a Master's degree in management, industrial management, education, psychology, criminal justice, public administration, or business administration with a major in management is desirable. 3.3. Training. Completion of the Air Force Installation Inspector General Training Course taught by SAF/IGQ is mandatory. 3.4. Experience. Previous IG and/or staff officer experience at the unit, wing or MAJCOM desired. 3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty: 3.5.1.1. Demonstrated ability to prepare written reports. 3.5.1.2. Recommendation by unit commander. 3.5.1.3. No Unfavorable Information File or open IG investigations. 3.5.1.4. Must meet requirements listed in Chapter 1 of AFI 90-301, Inspector General Complaints Resolution. 3.5.2. For retention of this specialty, must maintain IG certification IAW DAFI 90-302, The Air Force Inspection System.</p>			

## 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:

1. Resume cover letter (*not required, but highly encouraged*)
2. Resume
3. 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*)
4. 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*)
5. Current "Fitness Tracker" Report from AFFMS II (*only applies to current members of the USAF, USAFR or ANG*)
6. Letter(s) of Recommendation (optional)

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

**194th Wing Inspector General  
Attn: Lt Col Jason Wentzel  
50 Sergeant Major Drive  
Camp Murray, WA 98430-5012**

**Phone #: COMM (253) 512-3228 / DSN 370-3228  
Or email package to: [jason.wentzel.3@us.af.mil](mailto:jason.wentzel.3@us.af.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.