

**DRILL STATUS GUARDSMAN POSITION
VACANCY ANNOUNCEMENT
194TH LOGISTICS READINESS SQUARDON
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # 23-14**

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
BLDG 102, Camp Murray, WA 98430	01 DEC 2023	UNTIL FILLED	087066434
POSITION TITLE, GRADE, AFSC, FACILITY:			
2T371, Vehicle Management, MSgt/E-7, Bldg 102			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
<ol style="list-style-type: none"> 1. Must possess the 2T371 AFSC 2. Must be a current MSgt or promotable TSgt, minimum grade is E-6/TSgt. 3. Must possess and maintain a SECRET security clearance. 4. Must meet Air Force physical fitness standards IAW DAFMAN 36-2905 with a score of 75 or above (only applies to current members of the USAF, USAFR or ANG) 			
OTHER REQUIRMENTS:			
<ol style="list-style-type: none"> 1. Proven leadership and communications skills in a military environment. 2. Possess the ability to effectively communicate both written and verbally with all members within the chain of command and peer group. 3. Ability to task, manage, and supervise subordinate enlisted members in accordance with command directives. 4. Expected to attend all RSDs, Annual Field Training, and remain eligible for World Wide Deployments. 5. No disciplinary action pending. 6. All eligible candidates will meet a panel for this position. 			
AREA OF CONSIDERATION:			
All current members of the Washington Air National Guard and all who are eligible for service in Washington Air National Guard			
WORKING CONDITIONS:			
Work will normally be conducted within an office environment; however, due the need to support units with mobility requirements, some work will take place in inclement weather and/or field conditions.			
SUMMARY OF DUTIES:			
<p>This position is located in the Air National Guard, Logistics Readiness Squadron, and Vehicle Management Flight. Duties and responsibilities: Plans monthly work schedules and sequence of operations. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Recommends and participates in the selection of personnel to fill vacancies. Sets performance requirements and makes formal and informal performance appraisals. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. Supervisor provides general instructions, standard procedures, overall priorities and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Performs other duties as assigned.</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:

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)

-State to State applicants must provide the following forms (Instructions included) and certify that:

1. They are current on all Performance Reports (Exception is current report with good status even if it is not finalized)
2. All Individual Medical Readiness (IMR) show all "Green" and a screenshot is provided with the application
3. Understand that reenlistment waivers/ETPs for enlisted applicants disqualified for reenlistment under AFI 36-2606, Table 12.2, will be considered on a case-by-case basis.
4. [AF Form 1288](#), *Application for Ready Reserve Assignment*
 1. Block 1: Enter name as indicated on the form. This includes applicant's full middle name. If applicant does not have a middle name use "NMN".
 2. Block 2: Enter Rank. Do not use pay grade (i.e. use "TSgt" not "E-6")
 3. Block 3: Date of Rank in YYYYMMDD format
 4. Blocks 7 through 7: Self-explanatory
 5. Block 8: Enter DOB in YYYYMMDD format
 6. Block 9: Enter in inches (i.e. 5' 7" should be entered as 67")
 7. Block 10: Self-explanatory
 8. Block 11: This is the applicant's Veterans Administration (VA) disability rating. If not receiving a rating, enter 0%
 9. Block 12: Applicant's ETS in YYYYMMDD format
 10. Blocks 13 through 14: Self-explanatory
 11. Block 15: In addition to information that is self-explanatory, applicant should provide a good POC at losing MPS (Rank, First, Last Name) so that the MSG CSS can forward completed 1288/DD4.
 12. Blocks 16 through 19: Self-explanatory
 13. Block 20: Can enter "See Resume" if resume includes this information
 14. Blocks 21 through 27: Read and understand placing full initials in the adjacent box
 15. Sign and date bottom

16. First Endorsement: Signed by approval authority or designated approval authority (Applicant's unit CC may not have approval authority for 1288s. It is applicant's responsibility to ensure it is signed by the proper authority as determined by losing organization)
 1. "To" Section will be "194 FSS/FSMPD"
 2. "From" would be approval authority unit/office symbol
 17. Ensure appropriate blocks (Recommend/Approval/Disapproval/UIF) are checked
 18. Update all required entries of the "Member has/has not..." Paragraph.
 19. Remarks section should include and is authenticated by approval authority's signature:
 1. Fitness Score/Date taken/Date expires
 2. GTC is in good standing
 3. PHA Date
 20. If retraining, include the statement, "Member is retraining from (AFSC) to new (AFSC)"
5. [AF Form 2030](#), *USAF Drug and Alcohol Abuse Certificate*, Applicant will:
1. Read and understand the "Definition of Terms" in Section I, paying particular attention to the difference between "Illegal Drugs" and "Marijuana". For this particular form, Marijuana is classified separately from Illegal Drugs.
 2. After applicant reads and understands the "Definition of Terms", applicant will **initial** (No "X"s, must be full initials-First-Middle-Last and include "Jr", "Sr", "I", "II". (if applicable)) the appropriate "YES/No" response in Section II. Response to questions, except the first question, pertain only to current term of enlistment.
 3. Place **full initials** next to each "Statement of Understanding" in Section III.
 4. Date, Print Name (following example on form) and SSAN, sign form.
 5. Witness can be any military member with CAC ability
 6. This is the initial certification, applicant will recertify on day of enlistment with the WA ANG
6. NGB Form 3621, ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension
1. Enter Full name in box provided and circle "reenlistment" in the statement
 2. Section I. "FOR ALL APPLICANTS": initial (No "X"s, must be full initials-First-Middle-Last and include "Jr", "Sr", "I", "II". (if applicable)) the appropriate "YES/NO, N/A" response. "Yes" answers require clarification in Section IV.
 3. Section II. N/A for STS applicants
 4. Section III. "FOR REENLISTMENT OR EXTENSION" (Applies to STS applicant's): initial (No "X"s, must be full initials-First-Middle-Last and include "Jr", "Sr", "I", "II". (if applicable)) the appropriate "YES/NO, N/A" response. "Yes" answers require clarification in Section IV.
 1. Full initials next to statement below Section IV
 2. Date, print name (follow form format), sign form
 3. Witness can be any military member
 4. Section V, will be completed on date of enlistment with WA ANG

7. **Current DD Form 4 (Enlisted Only)**, *Enlistment/Reenlistment Document*, can be obtained by applicant via the AFPC secure Website (<https://afpcsecure.us.af.mil>), then selecting the "PRDA" link.
8. Career Change Worksheet (CCW) (Required for Retrainees Only)
 1. Obtained from applicant's current Retention Office Manager (ROM)
 2. ROM can obtain the projected AFSC from applicant or the ROM can contact the 194 MSG/CSS. POC is Mr. Strickland (christopher.strickland.7@us.af.mil)
 3. Step 1 of the CCW, completed by current unit CC. Ensure "Approval/Disapproval" is selected
 4. Step 2 of the CCW, is completed by applicant's MDG. Ensure all options/boxes are selected
 5. Step 3 of the CCW, is completed by applicant's current Base Education Training Manager (BETM). Ensure the "MEETS/DOES NOT MEET" is clearly selected and that the AFSC retraining into is annotated.
 6. Step 4 of the CCW, is completed by the gaining CSS (194 MSG/CSS) in coordination with the gaining unit. Applicant should email the CCW to POC Mr. Strickland (christopher.strickland.7@us.af.mil).
 7. Step 5 of the CCW, is coordinated for completion by gaining CSS (194 MSG/CSS). It will be signed by gaining unit commander. Gaining commander with select "APPROVAL/DISAPPROVAL", Sign and Date. Once Step 4 and 5 is complete. The gaining CSS (194 MSG/CSS) will send the form back to the applicant.
 8. Last Step, applicant will return the CCW to their current ROM. The ROM will complete the "ROM Statement" by selecting "is/is not" and is then signed by the ROM and the applicant.
 9. Applicant will then include the completed CCW in the application package

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

194 LRS
101 Engineer Drive
Camp Murray, WA 98430
Attn: 1st Lt Heidi Haptonstall

Phone #: COMM (253) 512-2027 / DSN 370-2027
Or email package to: heidi.haptonstall.1@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.