

POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
194th FORCE SUPPORT SQUADRON , WA ANG
DSG ANNOUNCEMENT # 24-02

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION #
194th Force Support Squadron 107 Engineer Drive Camp Murray, WA 98430-5025	3 Feb 2024	3 Mar 2024	102964734
POSITION TITLE, GRADE, AFSC:			
Services Craftsman, E-8, 3F191			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
<ol style="list-style-type: none"> 1. Must be a Senior Master Sergeant or promotable Master Sergeant. 2. Must be able to possess a 3F191 AFSC within 18 months of selection 3. Must meet the Air Force physical fitness standards. 4. Must possess a current SECRET security clearance. 5. Must be able to leverage knowledge of Air Force personnel programs, policies, procedures and systems to accomplish assigned tasks. 			
OTHER REQUIREMENTS:			
<p>*This is not an entry level position</p> <ol style="list-style-type: none"> 1. Must possess strong senior leadership qualities with character of the highest integrity. 2. Must have an in-depth knowledge and experience in managing Services operations and resources. 3. Must demonstrate excellent interpersonal and communication skills, both orally and in writing. 4. Selectee is expected to have completed ANG Services Training Course prior to application. Those who have not completed training may still be considered with the expectation that selectee attends ANG Services technical training within 12 months, or earliest class-up date, of hire. 5. Additional in-resident mission support training may be required at a later date. 6. If a promotable MSgt is gained from outside the unit, selectee may be subject to a review period of six months before promotion. 			
AREA OF CONSIDERATION:			
Current members of the Washington Air National Guard and those eligible to enlist.			
WORKING CONDITIONS:			
Work will be conducted both inside and outside, and possibly in inclement weather. Training / deployment work environment may include field conditions with limited resources.			
SUMMARY OF DUTIES:			
The primary purpose of this position is to manage and direct Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness and sports programs; laundry operations; mortuary affairs programs; honor guard teams; protocol operations, missile alert facilities, and			

Force Support readiness programs. Operates and supervises automated information management systems.

Manages Services self-inspection program and ensures all inspection discrepancies are answered and corrective actions are accomplished and documented. Coordinates with squadron commander to assign responsibility and accountability for accomplishment of self-inspection checklists to include required research of applicable DOD, USAF, and ANG instructions.

Ensures Services combat readiness is achieved through the analysis, supervision, development, and implementation of Base Services programs, missions, functions, and activities. Knowledge of readiness reporting procedures, policies, and directives to ensure timely, relevant, and accurate delivery of required information to higher headquarters. Knowledge and skill in the use of applications to evaluate and report readiness information and ensure the effective deployment of tasked personnel

Identifies unfunded requirements to squadron commander. Coordinates purchase requests, statements of work, and bid solicitations with Contracting Office and maintains related program documentation, continuity binder, and operating instructions

Plans, coordinates, monitors, and documents Services training activities for Regular Scheduled Drills (RSD's) and annual training (AT) periods. Evaluates annual training exercises, RSDs, and other Services support requirements for potential amendment or revision to flight training.

Manages the flight mobility program. Monitors, reviews, schedules, and oversees update of personnel readiness folders (PRF). Plans and programs unit deployments to include manpower, transportation, deployment dates, facilities, communications, equipment, vehicles, formal training quotas, and grade waivers. Determines capability of Services unit to meet requirements specified in plans and identifies Services limitations on equipment capabilities, personnel, etc. Coordinates with tasking activities to commit personnel and equipment

Develops directives, plans, and programs relative to Services of MAJCOM-gained resources. Implements Services plans, training, and programs throughout wing/GSUs and coordinates initiatives between higher echelons, lateral organizations, and host.

Performs other duties as assigned.

INSTRUCTIONS TO APPLICANTS

APPLICATION REQUIREMENTS:

1. Resume
2. Cover Letter (Optional)
3. vMPF records review (RIP)
4. Current AF physical fitness test score
5. Last 2 EPR/EPBs
6. Bio
5. Letter(s) of Recommendation (Optional)

EMAIL RESUME TO: gurpreet.bhambra@us.af.mil	OR SEND TO: 194TH FORCE SUPPORT SQUADRON WASHINGTON AIR NATIONAL GUARD 107 ENGINEER DR CAMP MURRAY, WA 98430-5025
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EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, factor consideration, selection, and placement of applications.