

**DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
194<sup>th</sup> MEDICAL GROUP, WA ANG  
DSG ANNOUNCEMENT # 24-16**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
BLDG 109, Camp Murray, WA 98430	30 Apr 2024	03 Jun 2024	0106478634
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
Medical Material Craftsman, GRADE: MSgt, AFSC: 4A171			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
<p>The following criteria must be met as of closeout date of this announcement to be considered:</p> <ol style="list-style-type: none"> <li>1. Must possess the 4A1X1 AFSC or be willing to attend technical school within one year of selection.</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 <b>SECRET</b> security clearance.</li> <li>4. Must have a minimum of four years retainability from the date of validation.</li> </ol>			
<b>OTHER REQUIRMENTS:</b>			
<ol style="list-style-type: none"> <li>1. Possess the ability to effectively communicate both written and verbally with all members within the chain of command and peer group.</li> <li>2. Expected to attend all Regularly Scheduled Drills (RSDs) and Annual Training (AT).</li> <li>3. No disciplinary action pending.</li> </ol>			
<b>AREA OF CONSIDERATION:</b>			
All members of the Washington Air National Guard and those eligible to enlist in the Washington Air National Guard.			
<b>SUMMARY OF DUTIES:</b>			
<p>-Perform acquisition and inventory management tasks including establish inventory control policies, perform special inventory control actions (e.g. calculate levels, reorder points, etc.), supply the medical materiel requirements, create and maintain customer service, seek opportunities to provide forward customer support, report shipment discrepancies, inventory medical operating supplies, review requirements list and process orders, perform follow-up actions on aged due-ins, and maintain and reconcile government purchase card.</p> <p>-Performs, organizes, and monitors medical materiel management functions. Prepares and validates computer input data to establish, revise, and maintain master records. Determines requirements for and maintains records on war reserve materiel and other special programs. Initiates and manages the requisitioning, receipt, storage, issue and turn in of medical materiel.</p> <p>-Ensures proper supply flow under various issue methods. Establishes and monitors a quality control program. Ensures effective internal controls for processing property documents and maintaining accountable records.</p> <p>-Perform storage and distribution tasks including ensure controlled items are stored appropriately, determine the need of an alarm system based upon the value of materiel currently stored in the Medical Group and the availability of emergency power, plan with security police to periodically check exterior doors and windows of the medical supply facilities during non-duty hours, and ensure unauthorized personnel are restricted from storage areas.</p>			

-Perform medical equipment management tasks including order equipment and ensure appropriate technical recommendations required are incorporated into the equipment purchase, train account custodians on equipment management procedures and assist in the preparation of equipment requests, ensure equipment inventories are performed as required, , and validate equipment due-outs/due-ins as required.

-Perform controlled medical item management tasks including record maintenance for all accountable transactions affecting record balances, perform inventories of controlled items as required, witness the packaging of all code R items and verify the contents by signing the shipping document, and ensure unauthorized personnel do not enter the secure storage area.

-Performs and supervises periodic maintenance on computer systems. Ensures proper scheduling of all computer processing, and processes required programs.

-Other duties as assigned.

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### **INSTRUCTIONS TO APPLICANTS**

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## 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 Retraitees 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](mailto: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](mailto: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 MDG SEL**

**Attn: CMSgt Summer L. Mize**

**109 Engineer Drive**

**Camp Murray, WA 98430**

**Phone #: COMM (253) 512-3271 / DSN 370-3271**

**Or email package to: [summer.mize.3@us.af.mil](mailto:summer.mize.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.