



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 24-037-ANG

Hiring/selection is dependent on approval of an MCR

POSITION INFORMATION

Position:	Senior Enlisted Leader	Grade:	E-9/CMSgt
Location:	194 Communications Squadron Camp Murray, WA	AFSC:	1D700
Opening Date:	30 May 2024	Closing Date:	1 July 2024

WHO CAN APPLY

All current AGR members of the 194th Wing.

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement, (unless otherwise noted), to be considered:

- Applicants must possess or be able to attain a 1D700 or 1D791 AFSC. Applicants not possessing a 1D7XX AFSC must be eligible to cross-train into a 1D7XX AFSC (ASVAB – minimum scores of 45 in Mechanical and of 60 in Electrical).
- Applicants must be a promotable E-8/SMSgt or current E-9/CMSgt. If SMSgt, must meet all requirements for promotion to CMSgt IAW AFI 36-2502 (promotion to CMSgt subject to controlled grade availability)
- Applicant must meet ANG fitness standards IAW DAFMAN 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*).
- Applicant must possess or be able to obtain a **TOP SECRET** security clearance.

SUMMARY OF DUTIES

This position is for the Senior Enlisted Leader of the 194th Communications Squadron (CS) and is a critical leadership role within the 194th Mission Support Group and the 194th Wing. Responsible to the 194th Communications Squadron Commander for overall leadership and management of all enlisted personnel assigned to the Squadron. Provide leadership, management, and guidance in organizing, equipping, and training 194 CS members to meet mission requirements. Directs activities responsible for system analysis and design, programming, operations and maintenance, security, systems management, technical support, plans, implementation, and resource management. Implements and interprets policies, directives, and procedures. Must be an active visible leader. Promote and enable deliberate development of junior enlisted Airmen, NCOs, and fellow SNCOs into better followers, leaders, and supervisors. General knowledge of ANG/USAF manpower, personnel, finance, and medical instructions/processes is required. This position represents the 194 CS for personnel issues within the Career Field Functional Area Managers, State Human Resources Office, and higher headquarters. Familiar with civil engineering,

communications-electronics, security forces, and supply instructions/practices is also desirable. Oversees enlisted selection boards, serves on awards/decoration boards, and quarterly/annual boards as needed. Applicant must maintain positive relationships with the members of the Washington Air National Guard and all supporting agencies. Applicant should have extensive experience managing personnel, processes, and programs in support of the Wing's mission. Applicant should have an intimate knowledge of all AFSCs in the Communications Squadron.

ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- Experience in advising commanders and/or senior leadership on support mission requirements, professional development, military readiness, training, utilization, health, morale, and welfare of the enlisted Airmen.
- Experience with managing resources and encouraging innovation through new processes and acquisitions.
- Experience in leading and managing diverse groups as well as force management of full time and drill status guardsmen.
- Experience in working with outside organizations and partners to further unit, wing, and state initiatives.
- Experience and philosophy of deliberate force development and implementing development of all enlisted grades.

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*, version dated 20131111
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.
- 5) 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*)
- 6) Current Report of Individual Fitness from MyFITNESS (myfss.us.af.mil) (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)

Submission of application:

Email applications to: WAANGHQ.AGR.JOBS@us.af.mil or through DoD Safe

****All application documents must be consolidated into a single .pdf file if at all possible or use PDF Portfolio format.***

****When emailing applications, please put the announcement number and last name in the subject line. Also, name your .pdf file with the announcement number and last name. (Ex. 23-015-ANG Moore)***

****If you do not receive an email “confirmation of receipt” within 5 duty days of emailing your application, please contact SMSgt April Melton at 253-512-8347***

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- New AGR's will be placed on a 3-4 year probationary tour. Continuation orders will be issued through a tour renewal request or an AGR Continuation Board as applicable.
- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact at Unit: Maj Michael Green, Commander 194 CS, Comm 253-512-2592, michael.green.61@us.af.mil
Point of Contact for general AGR announcements: SMSgt April Melton, AGR Manager for Air (253) 512-8347, april.melton@us.af.mil