

**POST ON BULLETIN BOARD  
DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
141st OPERATIONS GROUP  
WASHINGTON AIR NATIONAL GUARD  
DSG ANNOUNCEMENT # FY-25-11-008**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
141st Operations Group 5 West Bong Street Fairchild AFB WA 99011	27 Nov 2024	31 Dec 2024	1142488
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
Intelligence Superintendent, SMSgt, 1N092			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
Senior Master Sergeant fully qualified as an AFSC 1N092 who meets Air Force fitness and PME standards.			
<b>AREA OF CONSIDERATION:</b>			
Current members of the 141st Operations Group and 141 Operations Support Squadron.			
<b>WORKING CONDITIONS:</b>			
The UTA working conditions are typically within the 141st Operations Group at Fairchild AFB, WA. TDYs and deployments as required to support the mission.			
<b>SUMMARY OF DUTIES:</b>			
<p>- The purpose of this position is to serve as Unit Superintendent and to ensure the operational support services are available for the operations Intelligence Surveillance Reconnaissance (ISR) unit. The incumbent assists the commander in oversight of operational events, exercises, training, professional development, resources, and personnel assessments and programs. The incumbent serves as the unit commander's chief advisor on enlisted and technician related issues as they pertain to the unit's intelligence mission. In addition, the incumbent supervises the unit support staff and information technology specialists. The position requires comprehensive knowledge of the unit's infrastructure, intelligence gathering and reporting procedures, and computer systems.</p> <p>(1) Plans, organizes, and directs the activities of the assigned technicians, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate support functions and overall unit program objectives. Researches, interprets, analyzes and applies applicable intelligence and information technology guidelines, policies and objectives. Establishes policies and procedures for accomplishment of the unit's intelligence mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other information technology and intelligence units and crews as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents a detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to improve quality, timeliness, and efficiency of work. (2) Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in</p>			

consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. (3) Assists the commander in oversight of unit operations. Directly assists the commander in the day-to-day operations and maintenance of the intelligence unit. Oversees mobility programs to ensure unit readiness. Oversees and assists with cost center financial and budget planning inputs and expenditures. Coordinates with other organizations to ensure adequate resources are available for mission accomplishment. (4) Provides oversight for the communications security (COMSEC) account for the unit. Ensures that the COMSEC Responsible Officers (CRO) comply with Air Force, National Guard, State, Federal Laws and applicable regulations. (5) Functions as the senior enlisted advisor for the unit. Provides mentorship and career guidance to unit enlisted personnel such as Professional Military Education, Air Force Specialty training and career enhancement, and promotion requirements. Tracks and administers personnel evaluation programs for all full-time and part-time enlisted personnel. Responsible for the mission readiness and welfare of all full-time and traditional enlisted personnel to ensure effective analysis and intelligence support of unit operations. Acts as direct advisor to the Commander regarding enlisted personnel issues of the unit. Provides input to the Commander for the development of the unit hiring, training, and professional development strategies.(6) Performs other duties as assigned.

**SPECIALIZED EXPERIENCE:**

- The position is located with an Air National Guard (ANG) intelligence unit. With the post 9/11 changing homeland security environment and increased homeland security mission tasked to the National Guard, the work of the positions within these units has been expanding. The incumbents must continually collect and analyze intelligence information to be ready for immediate deployment if necessary and to be able to identify potential global threats to the security posture to all Wing and aircrew members
- Qualification in and possession of AFSC 1N092.
- Experience managing and directing administrative functions.

**INFORMATION**

1. If selectee is an AGR, assumption of position cannot be made until the Manning Change Request (MCR) has been approved by NGB.
2. If this is a promotion announcement, but a change is required to the manning document – the promotion package may not be submitted until the Manning Change Request (MCR) has been approved by NGB.
3. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

**INSTRUCTIONS TO APPLICANTS**

**APPLICATION REQUIREMENTS:**

1. Resume cover letter
2. 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)
3. Current Report of Individual Person (RIP)
4. Point Credit Summary (PCARS) from vMPF.
5. Current Report of Individual Fitness

**EMAIL RESUME TO:**

Lt Col Jeramie A. Castellanos  
[Jeramie.castellanos.1@us.af.mil](mailto:Jeramie.castellanos.1@us.af.mil)

Applications must be received  
NLT 1600 on closing date.

**OR SEND TO:**

Lt Col Jeramie A. Castellanos  
141 OSS/CC  
1301 W. Richmond Rd.  
Fairchild AFB WA 99011

Applications must be received NLT 1600 on closing date.

**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.