

**DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
194th FORCE SUPPORT SQUADRON, WA ANG  
DSG ANNOUNCEMENT # 24-32**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION #</b>
194th Force Support Squadron 107 Engineer Drive Camp Murray, WA 98430-5025	1 Dec 2024	20 Jan 2025	087089434
<b>POSITION TITLE, GRADE, AFSC:</b>			
Personnel Officer, O1-O4, 38F3			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
This position is offered as a COMMISSIONING OPPORTUNITY or as a fully qualified officer position.			
<ol style="list-style-type: none"> <li>1. Must be able to meet all the entry requirements for 38F3 career field.</li> <li>2. A Bachelor's degree from a regionally accredited institution.</li> <li>3. Must meet qualifying AFOQT scores.</li> <li>4. Must meet Air Force physical fitness standards IAW DAFMAN 36-2905.</li> <li>5. Must possess a current SECRET security clearance.</li> <li>6. No Unfavorable Information File or criminal convictions.</li> <li>7. Open to officers willing to retrain into 38F3, candidates cannot be higher than O3.</li> </ol>			
<b>OTHER REQUIREMENTS:</b>			
<p>*This is not an entry level position</p> <ol style="list-style-type: none"> <li>1. Must possess strong mid-tier to senior leadership qualities with character of the highest integrity.</li> <li>2. Must have knowledge and experience in force support operations and resources.</li> <li>3. Must demonstrate excellent interpersonal and communication skills, both orally and in writing.</li> <li>4. Selectee is expected to have completed TFOT and IFSOC within 18 months of selection.</li> <li>5. Additional in-resident training may be required later.</li> <li>6. Selectee may be subject to a review period of six months before submittal for TFOT</li> <li>7. Expected to attend all UTAs, Annual Training, additional specialized training events, and remain eligible for Worldwide Deployment.</li> </ol>			
<b>AREA OF CONSIDERATION:</b>			
1. All members of the Washington ANG and those who are eligible to serve in WA ANG. 2. This opportunity is for one position, open to current 38F officers or those eligible to commission as a 38F officer. This is a commissioning opportunity.			
<b>WORKING CONDITIONS:</b>			
Work will be conducted both inside and outside, and possibly in inclement weather. Training / deployment work environment may include field conditions with limited resources.			
<b>SUMMARY OF DUTIES:</b>			
<p><b>1. Specialty Summary.</b> Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders.</p> <p><b>2. Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>2.1. Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.</li> <li>2.2. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.</li> <li>2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.</li> <li>2.4. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.</li> </ol>			

- 2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.
- 2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.
- 2.7. Oversee and conduct strategic sourcing studies.
- 2.8. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.
- 2.9. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.
- 2.10. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, and NAF resale operations for both peace and wartime operations.
- 2.11. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.
- 2.12. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.
- 2.13. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and no appropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.
- 2.14. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.
- 2.15. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

### INSTRUCTIONS TO APPLICANTS

#### APPLICATION REQUIREMENTS:

1. Resume
2. Cover Letter (Highly Recommended)
3. vMPF records review
4. Current AF physical fitness test scoresheet
5. Air Force Bio
6. Previous 3 EPR/OPR or EPB/OPB
7. Letter(s) of Recommendation (Optional)

#### EMAIL RESUME TO:

[wesley.watson.1@us.af.mil](mailto:wesley.watson.1@us.af.mil) and  
[gurpreet.bhambra@us.af.mil](mailto:gurpreet.bhambra@us.af.mil)

#### OR SEND TO:

194TH FORCE SUPPORT SQUADRON  
WASHINGTON AIR NATIONAL GUARD  
107 ENGINEER DR  
CAMP MURRAY, WA 98430-5025

**EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, factor consideration, selection, and placement of applications.