



# Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 25-019-ANG

**Modified 25 February 2025**

## POSITION INFORMATION

<b>Position:</b>	Administration	<b>Grade:</b>	E-7/MSgt
<b>Location:</b>	141 Maintenance Group Fairchild AFB, WA	<b>AFSC:</b>	3F571
<b>Opening Date:</b>	21 January 2025	<b>Closing Date:</b>	<b>4 March 2025</b>

## WHO CAN APPLY

All current members of the Washington Air National Guard.

## INITIAL ELIGIBILITY CRITERIA

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

- **Open to any AFSC.** Applicants not possessing the 3F5X1 AFSC must cross train into the 3F5X1 AFSC (ASVAB minimum score of 55 in Admin).
- Applicants must be in the grade of E-5/SSgt through E-7/MSgt.
- 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 **SECRET** security clearance.

## SUMMARY OF DUTIES

This position is located within an Air National Guard unit. The primary purpose is to direct the work performance and supervise Administrative and Personnel Technicians providing a wide variety of orderly room/administrative support for the organization. These support responsibilities are comprised of the following type of duties. Establishes priorities based on attainment of goals, objectives and work accomplished. Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. Position provides technical and administrative supervision to subordinate personnel. Assignments are given with information on general administrative changes, deadlines, and priorities. Performs other duties as assigned.

## 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.

- Knowledge of regulations and procedures related to the type of work in the administrative office
- Skill in communicating both orally and in writing.
- Ability to input “time and attendance” cards and maintain a staff duty roster.
- Researches and obtains all necessary, relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended.
- Assists in administering and monitoring personnel resource requirements. Compiles personnel transactions according to the specific, established requirements of each case.
- Plans, organizes, and oversees the full complement of activities within the Group Commander's Support Staff (CSS).
- Plans, organizes and executes all Group information management and personnel activities.
- Exercises supervisory personnel management responsibilities.
- Develops CSS consolidated resource plan for staff support to include budget, equipment, computers, supplies and required services.
- Technical expert in Microsoft Office applications, Adobe Acrobat, Electronic Record Management, and other Air Force information systems to create, copy, edit, and print a variety of standardized documents.

## 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](mailto: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: CMSgt Sky Schultz, 509-247-7292, sky.schultz.1@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