

**DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
262d CYBER OPERATIONS SQUADRON
DSG ANNOUNCEMENT # 25-07**

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
262d Cyberspace Operations Squadron McChord-Field, WA	1 MARCH 2025	Open until filled	0080110334
POSITION TITLE, GRADE, AFSC, FACILITY:			
ADMINISTRATIVE SUPPORT, Promotable E6 or current E7, 3F071			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
The following criteria must be met as of closeout date of this announcement to be considered:			
<ol style="list-style-type: none"> 1. Current Members of, or eligible to join the Washington Air National Guard 2. Must possess a 3F571 or 3F071 AFSC 3. Must possess strong Microsoft SharePoint knowledge and skills 4. Must meet the Air Force physical fitness standards 5. Must possess/be able to obtain a TOP SECRET security clearance 6. This is not a retraining opportunity 			
OTHER REQUIREMENTS:			
<ul style="list-style-type: none"> • Must demonstrate exceptional leadership qualities and interpersonal skills. • Must set an example in terms of compliance with Dress and Personal Appearance. • Must have the ability to advise the unit leadership on issues relating to mission and personnel management. • Ability to conduct, assemble and review training products for assigned support personnel. • Strong oral and written communications skills to include counseling and documentation techniques. • Demonstrated initiative and ability to identify and solve problems independently, consistent with Commander's expectations. • Ability to demonstrate strong technical problem-solving skills, while providing creative and resourceful solutions. • Ability to manage multiple tasks while handling a large volume of work, with frequent interruptions. • Knowledge of and experience in Air National Guard and Air Force leadership and management concepts, practices, and objectives. 			
Must possess and maintain a TS / SCI Security Clearance within one year or may be removed from this position.			
AREA OF CONSIDERATION:			
All qualified 3F071 or 3F571 personnel who meet fitness requirements and are members of the Washington Air National Guard or those eligible for enlistment in the Washington Air National Guard.			
SUMMARY OF DUTIES:			
<p>Provides administrative support to Air Force, Department of Defense (DoD), and joint organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties.</p> <ul style="list-style-type: none"> - Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format. - Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations. - Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures - Other duties as assigned 			

INSTRUCTIONS TO APPLICANTS

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 myFitness (all pages)

Letter(s) of Recommendation (optional)

Application packages must be received by the closing date. Submit complete package to:

262d COS

Attn: SMSgt Stephanie Kerle

855 Lincoln Blvd JBLM

McChord-Field, WA 98438

Phone #: COMM (253) 982-5022 / DSN 370-5022

Or email package to: stephanie.kerle@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 the Washington National Guard Placement & Merit Promotion Plan.