



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 25-024-ANG

POSITION INFORMATION

Position: NCOIC, 252 Cyberspace Operations Group Commander Support Staff **Grade:** E-7/MSgt

Location: 194 Force Support Squadron **AFSC:** 3F071

Opening Date: 6 March 2025 **Closing Date:** 7 April 2025

WHO CAN APPLY

All current members of the Washington Air National Guard and those eligible to join.

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 3F0X1 AFSC must cross train into the 3F0X1
- AFSC (ASVAB minimum score of 55 in Admin) within 12 months of hiring
- Applicant must, at minimum, be in the grade of E-6/TSgt to 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

Serves as the NCOIC of the CSS and ensures all functions of the Personnel Service Delivery Guide are completed in accordance with published local, state and national guidance. Serves as the Orderly Room Manager, functioning as senior advisor to the Director of Readiness and Support for all orderly room and information management unit support functions. Initiates workday reports and manages orders publications procedures. This includes preparing, tracking, publishing, and distributing civilian, military travel orders and AT/ST orders. Directs and provides administrative training in ANG automated order systems for all Unit Orders Clerks. Reconciles orders publication with the workday accounting program. Maintains orders files for all unit personnel. Provides technical guidance to all personnel on matters pertaining to the various administrative requirements associated with orders production. Formulates, develops, and directs the implementation of IM policies and procedures. Recognizes need, initiates action, directs or personally formulates new administrative policies and procedures, and recommends changes designed to improve administrative efforts or services. Provides technical guidance to the unit on matters pertaining to the various elements of the IM function. Assures Privacy Act and FOIA records are properly identified and protected. Manages training plans for IM personnel assigned throughout the organization. Develops and implements training for IM systems and such unit IRM and core software as E-Mail, word

processing, spreadsheet, database, graphics, and internet/intranet. This includes managing the scheduling and coordination of training classes to include the development of lesson plans on IM training. Develops and implements Work Group Administrator (WGA) training for the assigned IM specialists. Creates master task listings and war skills training for information management.

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 military personnel programs and experience advising commanders and Airmen on Air Force personnel policy.
- Knowledge of data analysis products and ability to ensure the accuracy of both deployed and in-garrison personnel data.
- Knowledge of Commanders Support Staff (CSS) personnel functions (please expand on what is not covered by personal resume).
- Ability to communicate effectively, orally and in writing (per tongue and quill).

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 (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) Last 2 EPR/EPBs

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. 25-015-ANG Melton)***

****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 or DSN 323-8347***

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: SMSgt Stephanie Brown, (253) 982-5013, DSN 382-5013, Stephanie.brown.24@us.af.mil
Point of Contact for general AGR announcements: SMSgt Melton, AGR Manager for Air (253) 512-8347, DSN 323-8347, april.melton@us.af.mil