

**POST ON BULLETIN BOARD  
 DRILL STATUS GUARDSMAN POSITION VACANCY ANNOUNCEMENT  
 141st CIVIL ENGINEERING SQUADRON  
 WASHINGTON AIR NATIONAL GUARD  
 DSG ANNOUNCEMENT # FY-25-03-021**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
141st Civil Engineer Squadron 1415 W El Paso Ave Fairchild AFB WA 99011	06 Mar 2025	04 Apr 2025	1142122

**POSITION TITLE, GRADE, AFSC, FACILITY:**

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC), MSgt, 3E171

**MINIMUM REQUIREMENTS FOR CONSIDERATION:**

Master Sergeant or promotable Technical Sergeant and hold the 3E171 AFSC. Applicants must meet time-in grade and time-in service requirements by close of bid. Must have knowledge of: principles, policies, and procedures of Air Force Civil Engineer programs; knowledge and experience in general construction techniques for HVAC systems; have scheduling, planning and estimating skills; proficient in interviewing and counseling techniques; application of communicative interpersonal skills; familiar with MS Office products.

**AREA OF CONSIDERATION:**

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

**WORKING CONDITIONS:**

Members must be able to meet the travel requirements of this position, as well as performing additional planning days required by the Commander. Member is expected to attend all UTAs, group Staff functions and Annual Field Training. Member will work both inside and outside, and possibly in inclement weather or austere conditions. Subject to hazards of electrical voltages and currents. This is a worldwide mobility position.

**SUMMARY OF DUTIES:**

- 1) Member will work for the HVAC Superintendent and is responsible for the management of 141st CES/HVAC Shop.
- 2) Member will work closely with the Unit Training Manger to monitor individual and Shop training status.
- 3) Member will develop a training plan to ensure shop personnel meet individual and squadron goals.
- 4) Member will schedule and program work that provides effective training to members in upgrade training.
- 5) Member will work with other shop NCOICs and the Operations Superintendent to ensure training is accomplished.
- 6) Member will provide counseling and guidance to individuals in training.
- 7) Member involvement in the Search & Extraction element of Homeland Response Force is optional, but highly encouraged.
- 8) Member will actively seek new recruiting opportunities for the 141 CES and 141 ARW.

**OTHER REQUIREMENTS:**

- Ability to speak distinctly and comfortably in front of large groups.
- Must have or be able to acquire/maintain a SECRET security clearance.

- Member must have a passing Air Force Physical Fitness Test.

### 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
6. Letters of Recommendation

#### EMAIL RESUME TO:

[don.parlow@us.af.mil](mailto:don.parlow@us.af.mil)

Applications must be received NLT 1200 on closing date.

#### OR SEND TO:

SMSgt Don Parlow  
1415 W El Paso Ave  
Fairchild, AFB, WA 99011

Applications must be received NLT 1200 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.