



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 25-028-ANG

POSITION INFORMATION

Position:	Data Operations Craftsman	Grade:	E-6/TSgt
Location:	225th Support Squadron JBLM, McChord Field, WA	AFSC:	1D771P
Opening Date:	21 March 2025	Closing Date:	21 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:

- Applicants must possess 1D7XX AFSC
- Applicants must be in the grade of E-6/TSgt or E-5/SSgt eligible for promotion to E-6/TSgt
- 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 is a supervisory/technical position within the 225th Support Squadron, Western Air Defense Sector (WADS). This position requires direct supervision of junior members as well as full involvement in the deliberate development of the enlisted force. Applicant should have knowledge and experience with AFI 33-322, Records Management and Information Governance, AFMAN 33-396, Knowledge Management, and MPTO 00-33A-1001, General Cyberspace Support Activities Management Procedures and Practice Requirements. Must be able to perform as consultant/liaison for overall data, information, and knowledge planning and integration for unit command leadership. Must be able to operate and maintain automated data solutions designed to aggregate, secure and display mission relevant data to facilitate rapid data driven decisions to commanders. Must be able to operate and maintain automated data solutions designed to aggregate, secure and display mission relevant data to facilitate rapid data driven decisions. Must be able to manage timeliness, accuracy, and maintenance of published content and to approve/publish content through automated publishing tools (e.g. SharePoint, Power BI); oversee and educate organizations and users on compliance, management and use of collaboration tools; manage publications and forms development, design, control, storage, acquisition, dissemination and provide guidance to ensure they meet requirements; operate and manage records information management system and records staging areas; comply with Controlled Unclassified Information (CUI), Personally Identifiable Information (PII), Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provide assistance to ensure

others comply. This position may at times entail CONUS, Alaska, or Hawaii short-duration TDYs in support of the WADS mission. Member may be expected to work rotating shifts in a 24/7 work environment.

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.

- Experience leading and managing teams while maintaining the highest levels of readiness
- Knowledge of content management/workflow automation utilizing SharePoint, Power BI, and other collaborative tools.
- Knowledge of AF Records Information Management System (AFRIMS) and Electronic Records Management (ERM).
- Knowledge of IT fundamentals
- Knowledge of 1D7 career fields and how they interact to support communication equipment
- Knowledge of Air Defense Sector is desirable

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*)
- 8) EPBs/EPRs (last 3)
- 9) Letter(s) of Recommendation (*not required, but highly encouraged, limit 3*)

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. 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 with potential for renewal at the end of the initial 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 Joshua Hanks, 225th SPTS Senior Enlisted Leader, Comm (253) 982-4610, DSN 382-4610, joshua.hanks.2@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