



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 25-036-ANG

POSITION INFORMATION

Position: Base Services Manager **Grade:** E-7/MSgt
Location: 141 Force Support Squadron
Fairchild AFB, WA **AFSC:** 3F171
Opening Date: 1 April 2025 **Closing Date:** 30 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, at minimum, a 3F171 AFSC.
- Applicants must be in the grade of E-6/TSgt 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 at an Air National Guard Flying Wing, Mission Support Group, within the Force Support Squadron. The primary purpose of the position is to evaluate, plan, organize, and direct Base Services functions in support of federal, state, and local missions. The incumbent serves as supervisor and primary point-of-contact for Services-related programs, missions, functions, activities, and events for the wing and its assigned Geographically Separated Units (GSU).

Serves as the primary point-of-contact for wing Services matters. Provides technical guidance and recommendations regarding program operations and effectiveness to squadron commanders on a regular basis providing progress reports via the chain-of command.

Ensures Services combat readiness is achieved through the analysis, supervision, development, and implementation of Base Services programs, missions, functions, activities, and events.

Compiles, evaluates, and briefs readiness, training, and operations tempo information to include limiting factors.

Manages the base Subsistence and Food Services Programs. Plans requirements for unit training assemblies, annual training exercises, deployments, and humanitarian support missions. Orders, receives, inspects, and stores subsistence items. Reviews and approves subsistence requisitions, ensures accomplishment of required documentation, and compliance with USAF/ANG standards.

Manages the base Lodging Program. Develops, publishes, and briefs lodging policies, guidelines, and requirements for wing and GSUs. Manages Blanket Purchase Agreements (BPA) with host base lodging and contract hotels for UTA/AT attendance, hosted conferences, and other unit-sponsored events.

Manages the base Mortuary Affairs Program. Coordinates with higher headquarters on eligibility status of deceased Guard personnel. Establishes case files as appropriate. Coordinates military honors for eligible personnel. Manages, trains and equips base Fatality Search and Recovery team (FSRT). Briefs mortuary officer on status of remains to higher headquarters and senior base officials. At tenant locations, serves as the unit point of contact for necessary emergency/mortuary services.

Manages the flight mobility program. Monitors, reviews, schedules, and oversees update of personnel readiness folders (PRF). Plans and programs unit deployments to include manpower, transportation, deployment dates, facilities, communications, equipment, vehicles, formal training quotas, and grade waivers. Determines capability of Services unit to meet requirements specified in plans and identifies Services limitations on equipment capabilities, personnel, etc. Coordinates with tasking activities to commit personnel and equipment. Coordinates procurement of critical items when shortages occur. Coordinates with host base Services, senior commander, gaining MAJCOM and NGB/AIS concerning formulation of policy and the Services-provided mission resources. Prepares and defends proposals for changes in Services unit type codes (UTC) and policy to squadron commander.

Administers, monitors, and documents wing Private Organizations, Non-Appropriated Funds (NAF), and Unit Welfare Funds. Maintains files for Private Organizations and ensures financial statements, documents, records, and procedures comply with Air Force Instructions/Regulations. Briefs chain-of-command on program requirements, including definitions, types, roles and responsibilities, establishment, operation, and dissolution procedures. Ensures Private Organizations operate within guidelines set for by the installation commander. Provides financial data annually to MAJCOM and HQ AFSVA/SVFAF.

Prepares, manages, and maintains a comprehensive annual budget and related contracts for Services training, equipment, and supplies, as well as official travel within the Operations and Maintenance (O&M) and Military Personnel (MILPERS) appropriations. Coordinates purchase requests, statements of work, and bid solicitations with Contracting Office and maintains related program documentation, continuity binder, and operating instructions.

Manages Services self-inspection program and ensures all inspection discrepancies are answered, and corrective actions are accomplished and documented. Coordinates with squadron commander to assign responsibility and accountability for accomplishment of self-inspection checklists to include required research of applicable DOD, USAF, and ANG instructions, identification and location of substantiating documentation, and status reporting for potential actual non-compliant areas and programs.

Plans, coordinates, monitors, and documents Services training activities for Unit Training Assemblies (UTAs) and annual training (AT) periods. Evaluates annual training exercises, UTAs, and other Services support requirements for potential amendment or revision to flight training programs.

Maintains close working relationship with, and provides liaison between, squadron commander, wing senior leadership, active duty host, NGB/AIS, and gaining MAJCOM for management of manpower, budget, training, deployment, and coordination of Base Services programs. Provides technical guidance to wing, GSUs, and host Services personnel concerning all Services programs and customer support.

Manages and ensures effective accomplishment of all administrative functions for customer support activities.

Provides direct technical and administrative supervision over the work of subordinate Air Technician/AGR personnel. Interviews and selects to fill vacancies. Orients new employee, explains job requirements, prepares employee performance standards. Provides technical advice, instructions, and answers to technical questions posed by subordinates. Provides training and cross training to ensure continuity of operations at all times.

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.

- Comprehensive knowledge of the full suite of Base Services programs including Prime Readiness in Base Services (RIBS), Subsistence and Food Services, Lodging, Mortuary Affairs, Private Organizations and Non-Appropriated Funds, Home Community Care, Dining Social Club, and Fitness Center management to evaluate, plan, and direct support for federal, state, and local missions. Knowledge must incorporate principles, concepts, and methodologies, which affect the integration of internal/external program support resources to accomplish assignments, and/or improve the effectiveness or efficiency of operations.
- Knowledge of readiness reporting procedures, policies, and directives to ensure timely, relevant, and accurate delivery of required information to higher headquarters.
- Knowledge and skill in the use of web-based, integrated, or stand-alone computer programs and software applications to evaluate and report readiness information, draft and develop program documentation, initiate or approve special orders requests and requirements, brief and depict program operating characteristics, and ensure the effective deployment of tasked personnel.
- Skill and ability to review, analyze, and assess previous exercises, contingencies, and precedents to sustain Services combat readiness and deliver relevant mission capabilities to the area of responsibility. Knowledge of pertinent laws, regulations, and policies, which affect the use of program and related resources to provide authoritative advice to senior staff and to facilitate mission/program accomplishment.
- Ability to communicate clearly and concisely both orally and in writing. Knowledge and skill in using numerous and dissimilar on-line and off-line software in support of various assigned programs and to develop new work methods, structures, procedures for administering program services and support.
- Knowledge of financial management principles to manage fiscal resources and carry out resource management and contracting responsibilities. Knowledge of planning, programming, budgeting, and execution (PPBES) principles to prepare long-range (e.g., 5 years) and short-range financial estimates for program sustainment.

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) Last 3 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. 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: Maj Mark West, 509-247-7412, mark.west.16@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