

**DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
194TH WING, WA ANG
DSG ANNOUNCEMENT # 25-08**

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION #
194th Wing Camp Murray, WA	18 March 2025	Until Filled	115904534
POSITION TITLE, GRADE, AFSC:			
3F071, Personnel, TSgt (E-6) – MSgt (E-7), 194 th Wing A-Staff			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
<ol style="list-style-type: none"> 1. Must have a minimum score of 75 on a current AF Physical Fitness Assessment 2. Must possess the 3F071 AFSC and meet World Wide deployment requirements. 3. Must be a MSgt or a promotable TSgt 4. Currently possess SECRET security Clearance 			
SPECIALIZED EXPERIENCE:			
<p>This is not an entry level position and is available for re-training.</p> <ol style="list-style-type: none"> 1. Completion of formal AFSC Training (within 24 months). 2. Demonstrated initiative and ability to identify and solve problems independently, consistent with commander's expectations. 3. Ability to task, manage and supervise subordinate enlisted members in accordance with command directives. 4. Provides positive guidelines, opportunities for personnel career progression, and career counseling. 5. Must demonstrate excellent interpersonal and communication skills, both orally and in writing. 6. Ability to lead and work independent of direct supervision when necessary. 			
OTHER REQUIREMENTS:			
<ol style="list-style-type: none"> 1. Expected to attend Regularly Scheduled Drill periods, Annual Training, and remain eligible for World Wide Deployments. 			
AREA OF CONSIDERATION:			
TSgt/MSgt/(promotable), Open to current 3F071 in WA ANG.			
SUMMARY OF DUTIES:			
<ol style="list-style-type: none"> 1. Organizes and administers the military human resource programs for the unit. Provides advice, counsel and assistance to the commander and unit staff pertaining to military human resources administration. Interprets, and implements applicable major command, National Guard and state regulations, instructions, policies and precedents pertaining to the full range of military human resources actions. 2. Manages the staffing, classification, assignment, and utilization of personnel in accordance with unit manning documents. Accomplishes a large variety of military human resources transactions which may include assisting with appointment applications, re-enlistments, separations actions, recommendations for promotions, recommendations for awards and decorations, duty assignments, transfers, officer and enlisted evaluations, security clearances, retirements, casualty affairs, fitness program, payroll actions, etc. Provide assistance and information to affected personnel at all levels to complete such transactions. Ensures that all required supporting data is captured and appropriately archived to allow recovery. May be required to support unit deployments, i.e. establish and maintain deployment folders, assist with completion of passport applications, publication of special orders, etc. 3. Provides counseling to current and potential members. Provides information to members on benefits and entitlements, career and incentive programs, retirement, and other benefits. Provides 			

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assistance to dependents concerning benefits and entitlements. Ensures all necessary application forms are completed and forwarded to the host MPF and Retention Office Manager (ROM) for processing. Performs all military human resources work relating to unit deployment requirements including address changes.

4. Assesses individual career development needs and recommends course of action options to meet individual goals. WA ANG Form 60, Revised 1 Feb 2011 (Supersedes previous editions) Advises members on self-development activities and explains eligibility requirements and regulatory requirements.

5. Provides assistance on various accounting and finance issues. Assist members with military and travel pay issues, problems, and matters relative to temporary duty, basic military training, technical training, annual training, special training, and other active duty requiring special orders. Performs internal staff visits.

6. Knowledge and proficiency of Command Human Resource Intelligence System (CHRIS) preferred.

7. Performs other duties as assigned.

INSTRUCTIONS TO APPLICANTS

APPLICATION REQUIREMENTS:

1. Resume
2. Cover Letter
3. Copy of last two EPR/EPB
4. vMPF records review
5. Current AF physical fitness test score

EMAIL APPLICATION TO:
SSgt Christine Krysiak
christine.krysiak@us.af.mil

OR SEND TO:
194th Wing (Attn: SSgt Christine Krysiak)
54 Sergeant Major Drive
Camp Murray, WA 98430

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