



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 25-039-ANG

POSITION INFORMATION

Position: Military Personnel Management Assistant **Grade:** E-8/SMSgt
Location: HQ WA ANG
Camp Murray, WA **AFSC:** 3F091
Opening Date: 18 April 2025 **Closing Date:** 19 May 2025

WHO CAN APPLY

Open to 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 a 3F0XX or 3F5XX AFSC
- Applicant must be in the grade of E-8/SMSgt or 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*)
- Applicants must possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

This position is located in the Washington Air National Guard (ANG) Headquarters. The purpose of this position is to provide staff assistance, guidance and direction concerning ANG personnel and administration of military personnel programs to The Adjutant General, the Assistant Adjutant General for Air, state ANG staff and state ANG units and to ensure compliance with personnel policies, directives, and procedures are met.

Provides state level coordination of military personnel programs, including but not limited to: state enlisted promotions, O-5 and below officer promotions, officer accessions/appointments, discharges/separations and selective retention. Conducts in-depth research on difficult personnel cases/administrative matters. Provides technical and specialized data, background material and references and determines solutions/courses of action to be followed. Advises officers and enlisted personnel on military personnel issues and programs.

Maintains frequent contact with the National Guard Bureau (NGB) A1 staff, Air National Guard Readiness Center (ANGRC), Air Reserve Personnel Center (ARPC) and other appropriate agencies.

Supervises and accomplishes 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.

- Ability to supervise AGR, technician and traditional subordinate employees which includes: developing and administering standards, appraisals and training plans, and directing/prioritizing tasks
- Fundamental knowledge of military personnel policies, rules, guidelines, instructions, etc. to understand the assigned program(s) and converse effectively with functional managers, commanders and all customers
- Knowledge of automated systems, personal computers, and software employed in the assigned program area to utilize the systems in developing reports, correspondence and to extract data
- Ability to communicate effectively, both orally and in writing, in regard to complex personnel management policies that determine the career management of ANG officers and enlisted personnel
- Ability to multi-task, plan, organize work, and meet deadlines with little supervision.
- Ability to gather, analyze data/products, and summarize facts in order to determine adequacy and/or deficiencies of assigned programs
- Knowledge and skill in application of analytical and evaluative techniques to identify, consider, and resolve issues or problems peculiar to personnel programs
- Ability to independently identify weaknesses and develop solutions that are effectively implemented with successful results

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. (*only applies to current members of the USAF, USAFR or ANG*)
- 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 three EPR/EPBs

Submission of application:

Email applications to: WAANGHQ.AGR.JOBS@us.af.mil or can be sent 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 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 or april.melton@us.af.mil*

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: CMSgt Christine Longfield, 253-512-3364, DSN 370-3364, christine.longfield.1@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