



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 25-043-ANG

POSITION INFORMATION

Position:	Senior Enlisted Leader	Grade:	E-9/CMSgt
Location:	256 Intelligence Squadron Fairchild AFB, WA	AFSC:	1N000
Opening Date:	18 April 2025	Closing Date:	5 May 2025

WHO CAN APPLY

All current members of the Washington Air National Guard.

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 1NXXX AFSC.
- Applicants must be in the grade of E-9/CMSgt or E-8/SMSgt eligible for promotion to E-9/CMSgt.
- 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 **TOP SECRET** security clearance.
- Must have CCAF degree complete by closing date. Equivalent degree may be submitted in lieu of CCAF degree (for CCAF req waiver consideration). Equivalent degree must be completed prior and verified prior to closing date. If degree is not an acceptable equivalent for CCAF waiver, the position will be rebid.

SUMMARY OF DUTIES

This is a Senior Enlisted Leader, 1N000 position in a geographically separated Air National Guard Intelligence Squadron. This position will: Provide leadership and management in organizing, equipping, and training assigned personnel to support Air Force and Air National Guard priorities. Improve routine processes within the unit and facilitate and advocate for the unit and its members at Higher Headquarters.

Provide guidance and oversight of the Enlisted Evaluation process for content, intent and timeliness. Deliberately develop subordinates into enlisted leaders of the future by developing processes to facilitate Airmen's personal and professional development. Manages and directs personnel resource activities. Interprets and enforces policies and applicable directives. Establishes management control procedures to meet mission goals and standards. Recommends or initiates actions to improve organizational operations efficiencies. Resolves issues between other squadrons, other groups, wing staff, and outside agencies.

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.

- Epitomize the finest qualities of a military leader and mirror the Air Force Core Values. Readiness to participate in worldwide mobility taskings, wing deployments and local contingencies.
- Proven leadership and communications skills in a military environment. Possess the ability to effectively communicate both written and verbally with all members within the chain of command and peer group.
- Possess substantial institutional, operational, and functional experience as well as strong management skills to this organization and the Wing.
- Experience with Total Force Integration.
- Experience managing and directing Cyber Warfare or Signals Intelligence or Cyber – Intelligence Surveillance Reconnaissance personnel, processes and operations.
- Involvement and understanding of routine access to Top Secret material or similar environment.

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) Letters of Recommendation (*not required, but highly encouraged*)

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: CMSgt James Conn, Work: 509-247-7606/Cell 559-312-8269 and email james.conn.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