

**DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
HEADQUARTERS WASHINGTON AIR NATIONAL GUARD  
DSG ANNOUNCEMENT # 25-15**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
118 Infantry Drive, Camp Murray, WA 98430	11 February 2025	Until Filled	106784134
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
WA ANG Headquarters Paralegal; Grade: E-8; AFSC: 5J091; Facility: Building 118			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
<ol style="list-style-type: none"> <li>1. Must hold the 5J091 AFSC.</li> <li>2. Minimum grade for this position is E-8/SMSgt; or E-7/MSgt willing to attend the 9 level course at AFJAGs to secure 9-level.</li> <li>3. Must meet Air Force physical fitness standards IAW DAFMAN 36-2905 with a score of 75 or above (<i>only applies to current members of the USAF, USAFR or ANG</i>)</li> <li>4. Must possess or be able to obtain and maintain a <b>SECRET</b> security clearance.</li> </ol>			
<b>SPECIALIZED EXPERIENCE:</b>			
Knowledge of missions, roles, functions, organizational structures, relationships, operational planning objectives, policies, customs and courtesies, and history of the Air Force; oral, written, and visual communication concepts and principles; traditional and emerging methods and techniques of disseminating information; basic communication theory; legal and ethical considerations surrounding the practice of communication; communication research and analysis; and joint expeditionary operation environments.			
<b>OTHER REQUIREMENTS:</b>			
Expected to attend all Regularly Scheduled Drills (RSDs), Annual Training (AT), and remain eligible for World Wide Deployments.			
<b>AREA OF CONSIDERATION:</b>			
All members of the Washington Air National Guard and those eligible to enlist in the Washington Air National Guard.			
<b>WORKING CONDITIONS:</b>			
Work may be performed in the office or on location. The work is primarily sedentary, although there is some walking, travel, and carrying of lightweight equipment and materials. Assignments may typically require long periods of standing, stooping, or walking. Work is typically performed in adequately lighted and climate-controlled offices. Incumbent may be exposed to varying outdoor weather conditions, but requires no special safety precautions.			
<b>SUMMARY OF DUTIES:</b>			
<ol style="list-style-type: none"> <li>1. Responsible for leading two wings and one wing equivalent legal offices at Camp Murray (JBLM) and Fairchild AFB in the provision of legal services to 2,100 Airmen charge with diverse operational mission sets across Washington State and beyond.</li> <li>2. Support legal office inspections in Washington and annually, inspection of at least two other out of state wing legal offices.</li> <li>3. Participate in the ANG JA Regional Manager Program, supporting units within the assigned region</li> <li>4. Generate and support preventive law initiatives, mentor subordinate paralegals, recruit for wing legal offices.</li> </ol>			
<b>INSTRUCTIONS TO APPLICANTS</b>			
<b>APPLICATION REQUIREMENTS:</b>			
Applicants will be scheduled for interview once completed packages have been received and reviewed. All packages will be considered for all vacancy announcements.			
Please submit:			
<ul style="list-style-type: none"> <li>- Cover letter (<i>not required, but highly encouraged</i>)</li> <li>- Resume and/or USAF Official Biography</li> <li>- Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages (<i>only applies to current members of the USAF, USAFR or ANG</i>)</li> <li>- Point Credit Summary (PCARS) from the vMPF, under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages (<i>only applies to current members of the USAFR or ANG</i>)</li> <li>- Current Fitness Report from myFSS (<i>only applies to current members of the USAF, USAFR or ANG</i>)</li> <li>- Letter(s) of Recommendation (optional)</li> </ul>			
Submit complete application package to:			
<b>HQ WA ANG/A1</b>		<b>Phone #: COMM (253) 512-3360 / DSN 370-3360</b>	
<b>Attn: SMSgt Rina Ellosa</b>			
<b>118 Infantry Drive</b>		<b>Or email package to: rina.ellosa.2@us.af.mil</b>	
<b>Camp Murray, WA 98430-5012</b>			

**EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.