



# Washington Air National Guard

## Active Guard Reserve (AGR) Announcement

**JOB ANNOUNCEMENT # 25-060-ANG**

### POSITION INFORMATION

**Position:** Materiel Management Customer Support      **Grade:** E-5/SSgt  
**Location:** 194th Logistics Readiness Squadron  
Camp Murray, WA      **AFSC:** 2S051  
**Opening Date:** 6 June 2025      **Closing Date:** 7 July 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:

- Applicant must possess, at minimum, the 2S051 AFSC.
- Open to the grade of E-5/SSgt or below.
- 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

The primary purpose of this position is to respond to customer concerns and proactively anticipate problems that could stand in the way of wing units fulfilling mission requirements. Responsible for conducting document control functions, demand processing, research and base level records maintenance, base level stock control functions, bench stock management, and customer feedback. Responsible for coordinating Base-Level Supply Customer Training as it pertains to Block training.

### 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.

- Thorough knowledge of supply regulations, policies, procedures, and instructions applicable to the specific assignment.
- Knowledge to conduct extensive and exhaustive searches for required information for complex supply transactions.

- Knowledge to reconstruct records for supply transactions and provide supply operations support for activities involving specialized or unique supplies, equipment, and parts to support organizations' missions.
- Knowledge of requisitions, supporting documents, and reference material to ensure supply support for production, overhaul, repair, or other operations requiring special handling.
- Ability to work well with customers and other offices on program requirements for urgent, critical shortage, and other special items.
- Ability to prepare requests for cataloging action and to prepare documentation to effect additions, deletions, and changes to items authorized.

## 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 (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)

### Submission of application:

Email applications to: [WAANGHQ.AGR.JOBS@us.af.mil](mailto: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. 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***

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: MSgt Joel McGill, (253)512-2195, joel.mcgill@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