



# Washington Air National Guard Active Guard Reserve (AGR) Announcement

**JOB ANNOUNCEMENT # 25-061-ANG**

**\*\*This is an Occasional/Temporary Tour for the current fiscal year, with opportunity to extend.\*\***

## POSITION INFORMATION

<b>Position:</b>	Recruiting & Retention Administrator	<b>Grade:</b>	E-6/TSgt
<b>Location:</b>	HQ WA ANG Camp Murray, WA	<b>AFSC:</b>	3F571
<b>Opening Date:</b>	6 June 2025	<b>Closing Date:</b>	9 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 the 3F5X1 AFSC.
- Applicant must be in the grade of E-6/TSgt or E-5/SSgt eligible for promotion to E-6/TSgt.
- 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

Conducts all accessions administration functions within the Recruiting and Retention scope of responsibilities. Reports directly to the Recruiting and Retention Senior Enlisted Leader. Assists HQ CSS with personnel actions for all assigned Recruiting & Retention members. Communicates closely with Wing FSS to ensure all accession actions are completed for enlisted and officer applicants. Performs other clerical and administrative work in support of the office/organization. This can include retention specific clerical programs. Admin may assist with records keeping/audit, data metrics, and facilitate enrollment into local education/incentive programs. Manages the Vacancy Management Tool at the state level. Manages and updates Talent Market Place postings to fill vacant state positions. Manages State to State transfers, in coordination with the Retention Office Manager for incentives and Recruiting Medical Accession NCO in addition to the gaining Force Support Squadron.

## 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) Last three EPRs/EPBs

### **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**

- **This AGR position is a non-permanent tour with the possibility of permanent. If the permanent resource becomes available, selectee may convert to permanent AGR status without further competition.**
- 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 Roman Watson, 253-304-6409, roman.watson.2@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