



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 25-063-ANG

Modified 9 July 2025

POSITION INFORMATION

Position:	Retention Office Manager	Grade:	E-7/MSgt
Location:	HQ WA ANG Camp Murray, WA	AFSC:	3G071
Opening Date:	6 June 2025	Closing Date:	8 August 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:

- Prior qualification in SDI 8R100 or 8R200 or holds 3G071 AFSC with a minimum of 24 months of experience. Prior qualification in SDI 8R000 with a minimum of 24 months experience and 8R200 (Advanced Recruiter) with minimum 12 months experience for ANG only.
- Applicant must be in the grade of E-7/MSgt or E-6/TSgt eligible for promotion to E-7/MSgt.
- Must have demonstrated the capability of maintaining recruiting production standards
- Meet fitness standards with a current score of 80 or above on last two fitness tests and have no current medically related fitness exemptions.
- Applicant must possess or be able to obtain a **SECRET** security clearance.
- No history of emotional instability, Personality disorder, or other unresolved mental health problems
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse
- No Record of conviction by summary, special, or general courts-martial.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15 for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates
- Must attain/maintain training standards and task certifications according to specific duty position JQS.
- Possess a valid state driver's license

SUMMARY OF DUTIES

Serves as office of primary responsibility for the administration of Wing/Geographically Separated Unit retention programs. Aids commanders in maintaining strength and assists members in achieving their personal career goals as appropriate. Performs duties as identified throughout this instruction, the ANG Recruiting & Retention (PSD) Guide 13 Oct 2017 Version 2, and in accordance with the position description. Accomplishes incentive worksheets and creates cash bonuses for WA ANG guardsman that are eligible. Crafts local bonus listings as required. Stays up to date with FY incentive guidance's and provides updates to the field throughout the year. Trains assigned UCA members on duties for CMP program.

Position requirements include long work hours, frequent nights/weekends and travel. Successful candidates will be able to follow but also work with minimum direction/guidance, self-motivated, strong desire/pursuance to achieve assigned mission, flexible with change, creative, and have the ability to communicate and interact with target demographic. Position is demanding but incredibly rewarding.

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 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 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