



# Washington Air National Guard

## Active Guard Reserve (AGR) Announcement

**JOB ANNOUNCEMENT # 25-068-ANG**

### POSITION INFORMATION

<b>Position:</b>	Production Control (Construction)	<b>Grade:</b>	E-7/MSgt
<b>Location:</b>	141 Civil Engineer Squadron Fairchild AFB, WA	<b>AFSC:</b>	3E671
<b>Opening Date:</b>	18 June 2025	<b>Closing Date:</b>	17 July 2025

### WHO CAN APPLY

All current members of the 141 Air Refueling Wing.

### INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement, (unless otherwise noted), to be considered:

- Open to all AFSCs. Applicants not possessing a 3E6X1 AFSC must be eligible to cross-train into a 3E6X1 AFSC (ASVAB – minimum score of 44 in General) and be willing to attend Operations Craftsman school in-residence for award of 3E6X1.
- Applicants must be in the grade of E-7/MSgt or E-6/TSgt eligible for promotion to E-7/MSgt.
- 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 or be able to obtain a **SECRET** security clearance.

### SUMMARY OF DUTIES

The primary purpose of this position is to supervise Production Control activity to validate, plan, estimate, schedule and expedite work through the efficient use of personnel and material, supporting all assigned facilities and Real Property Installed Equipment (RPIE) for Civil Engineer (CE) functions on the installation or assigned Geographical Separated Units and to manage deployment and logistical (supply) assets of the CES to ensure productive and effective utilization of material funding and requirements for all Civil Engineering tasks and responsibilities.

Duties involve work order management, oversight/management of CE operations to include training of drill status operations personnel, implementation of operations and supply procedures/operations, maintaining squadron mobility equipment, command and control contingency cell, providing supply guidance/assistance to other squadron personnel, oversight/performance of requisitioning, receiving, storing, accounting for and issuing a variety of repair parts, components, tools or vehicles, facility inspections, database maintenance and construction or contract management.

## ELEMENTS

Proficiency utilizing the below tools is desired for this position. Please describe your experience and level of proficiency with each tool.

- Knowledge of operations and maintenance of base-wide physical plant
- Knowledge of Real Property Installed Equipment
- Knowledge of compliance programs
- Skill in oral and written communication
- Knowledge of Excel, IEMS, and BUILDER programs
- Experience in purchasing with a GPC using FOMA and SRM accounts

## 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*)

### 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. 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 Caleb Guthimiller, (509) 247-7362, caleb.guthimiller.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