



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 26-021-ANG

POSITION INFORMATION

Position:	Senior Enlisted Leader	Grade:	E-9/CMSgt
Location:	141 Force Support Squadron Fairchild AFB, WA	AFSC:	3F000
Opening Date:	18 November 2025	Closing Date:	3 December 2025

WHO CAN APPLY

All current members of the Washington Air National Guard.

This position is also being offered as a Technician position. Technician announcement closes 3 December 2025. For Technician Vacancy Announcement, you must apply on USA Jobs:

<https://www.usajobs.gov/job/850364200>

INITIAL ELIGIBILITY CRITERIA

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

- Open to any AFSC
- Applicant must be in the grade of E-9/CMSgt or E-8/SMSgt promotable to E-9/CMSgt.
- 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

Provides administrative and technical supervision and guidance to the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Customer Support, Career Development, and Force Management functions of the FSS. Performs human resources work in one or more of these program areas. Resolves technical/policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Assists in the overall management of all military Force Support Squadron programs. Provides direct support to wing, geographically separated units (GSU), tenant units, assigned personnel, their dependents, and retired members. Oversees the programs of the Force Support Squadron through senior workers that supervise technical and administrative activities within the organizational unit. Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of customer service functions and operations. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives.

Interviews candidates for positions and selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, and mission requirements. Hears and resolves employee and group grievances or complaints and refers serious unresolved complaints to higher-level management.

Identifies and consults with Human Resources Office on employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Plans, organizes, and directs the activities of military human resources programs, ensuring the Force Support Squadron complies with legal and regulatory requirements and meets customer needs. Executes management policies by developing and implementing internal procedures and plans of action, ensuring conformance to those policies. Establishes policies and procedures for accomplishment of Force Support Squadron programs. Performs other duties as assigned.

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.

- Ability to supervise AGR, technician and traditional subordinate employees which includes: developing and administering standards, appraisals and training plans, and directing/prioritizing tasks
- Ability to collaborate with Commanders and other senior leaders to establish and implement key plans; including force management, recruiting/retention, career development, Services operations, and Force Development Office.
- Ability to effectively lead and mentor personnel
- Ability to analyze directives, and apply sound management to establish personnel programs
- Ability to independently identify strengths and weaknesses and develop solutions that are effectively implemented with successful results

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*)
- 8) Last three 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 Melton)*

**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 or DSN 323-8347*

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: Lt Col Mark West, (509) 247-7412, DSN: 370-7412
mark.west.16@us.af.mil
Point of Contact for general AGR announcements: SMSgt Melton, AGR Manager for Air (253) 512-8347, DSN 323-8347, april.melton@us.af.mil