



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

**JOB ANNOUNCEMENT # 26-050-ANG**

## POSITION INFORMATION

<b>Position:</b>	Commanders Support Staff	<b>Grade:</b>	E-6/TSgt
<b>Location:</b>	194th Force Support Squadron Camp Murray, WA	<b>AFSC:</b>	3F071
<b>Opening Date:</b>	13 March 2026	<b>Closing Date:</b>	13 April 2026

## 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:

- Applicants must possess, at minimum, a 3F031 AFSC.
- Applicants must be in the grade of E-4/SrA through 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.
- Direct experience as a CSS or MPF level preferred.

## SUMMARY OF DUTIES

As a member of the Commander's Support Staff (CSS), you will support a dedicated team providing comprehensive personnel and administrative support to over 1,000 members. In this critical role, you will serve as an advisor to the Group Commander on personnel matters, supporting a wide range of programs including officer/enlisted evaluations, promotions, awards, separations, readiness, and deployment planning. Your responsibilities include using the Group's information and task management systems, interpreting and implementing higher-level policies into local procedures, and overseeing key compliance programs such as security, fitness, and self-inspection. You will act as an essential liaison between the Group, its subordinate squadrons, and base support agencies to ensure the seamless execution of the mission and advocate for the needs of all Airmen.

## 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.

- Processing Personnel Actions: Describe your experience processing day-to-day personnel actions. Provide examples of your work with specific tasks such as in-processing new members, preparing awards and decorations packages, or routing performance reports for signature.
- Using Personnel Systems and References: Detail your hands-on experience using Air Force personnel systems (like MilPDS, vMPF, or myFSS) and official guidance. Explain how you use regulations and Air Force Instructions (AFIs) to find answers and ensure personnel actions are completed correctly.
- Customer Service and Administrative Support: Provide examples of your ability to provide direct support to Airmen and supervisors. Describe how you handle customer inquiries, manage administrative tasks like official correspondence, and maintain unit files or records.
- Supporting Unit Readiness: Explain your experience with tasks related to readiness and deployments. This could include tracking training requirements, updating readiness information in reporting systems, or assisting with the preparation of deployment folders for individual members

## 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*)
- 8) Air Force Bio (*not required, but highly encouraged*)
- 9) Last two Enlisted Performance Briefs

### 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, eligibility criteria in DAFI 36-2502 and Washington state policy 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: SMSgt Justin Murner, (253) 512-3461 or justin.murner.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