



# Washington Air National Guard

## Active Guard Reserve (AGR) Announcement

**JOB ANNOUNCEMENT # 26-082-ANG**

### POSITION INFORMATION

**Position:** Superintendent, Military Personnel Flight    **Grade:** E-8/SMSgt

**Location:** 141 Force Support Squadron  
Fairchild AFB, WA    **AFSC:** 3F091

**Opening Date:** 2 September 2026    **Closing Date:** 15 September 2026

### WHO CAN APPLY

Current members of the Washington Air National Guard.

### 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 3F0X1 AFSC must be eligible to cross-train into a 3F0X1 AFSC (ASVAB – minimum score of 59 in Admin)
- Applicants must be in the grade of E-7/MSgt or E-6/TSgt eligible for promotion to E-7/MSgt IAW DAFI 36-2502
- 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

This position is located in the Military Personnel Flight. Incumbent will supervise and support a team providing comprehensive Human Resources and Administration support to the members of the 141 ARW while managing workflow for a staff comprised of DSG, AGR, and technician members. Serves as key advisor to commanders on personnel matters, providing guidance on a range of programs including all aspects of manning, separations, officer and enlisted promotions, and readiness. Incumbent will be appointed as Wing Casualty Assistance Representative. Responsible for interpreting and implementing higher-level policies into local procedures and overseeing program compliance. Responsible for training and development of base 3F0 population.

### 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.

- Program Execution and Management: Experience managing lifecycle military personnel programs such as evaluations/promotions/separations/awards. Ability to prioritize routine programmatic tasks alongside other time-critical tasks.
- Advisory Support and Customer Service: Proven ability to advise to both commanders and Airmen regarding personnel policies, entitlements, and career progression. Experienced in communicating complex, confusing, or potentially unpopular personnel policies to Airmen and leaders.
- Human Resources and Administration Systems and References: Hands-on experience with Air Force HR Systems to include MilPDS, vMPF, myFSS, AFPAAS, AROWS, etc. Ability to research and use reference materials to include Department of the Air Force Instructions (DAFIs) to research customer inquiries and ensure regulatory compliance while meeting customer needs and commander's intent.
- Training development and management: Experience developing annual training plans, master training plans, managing and monitoring upgrade training for subordinates.

## 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: CMSgt Jessica Evans, FSS SEL, (509) 247-7053, [jessica.evans@us.af.mil](mailto:jessica.evans@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](mailto:april.melton@us.af.mil)