



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 26-088-ANG

Hiring/selection dependent on approval of an MCR

POSITION INFORMATION

Position:	Program Analyst (UDM)	Grade:	E-8/SMSgt
Location:	141st Maintenance Squadron Fairchild AFB, WA	AFSC:	3EXXX
Opening Date:	18 September 2026	Closing Date:	23 October 2026

WHO CAN APPLY

All current members of the of the 141st 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:

- Applicants must possess the 3EXXX AFSC or be willing to attend a Civil Engineer Technical School in-residence for award of 3EXXX AFSC.
- Applicants must be in the grade of E-7/MSgt.
- Applicants 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*).
- Applicants must possess or be able to obtain a **SECRET** security clearance.

SUMMARY OF DUTIES

The primary purpose of this position is to serve as the subject matter expert in managing the unit PRIME Base Engineer Emergency Forces (BEEF) and Mobility programs which includes civil engineering (CE) unit activities. This position develops concepts, procedures, and systems necessary to implement the unit PRIME BEEF and Mobility Programs to include Air Expeditionary Force (AEF) deployment/CE management.

Plans, organizes, and manages the day-to-day activities of the civil engineer unit with regards to the PRIME BEEF and mobility programs for critical essential mission requirements. Manages deployment/contingency planning for mission accomplishments. Serves as the subject matter expert and consultant to the unit commander on all matters pertaining to the availability and management of CE administration and services, and PRIME BEEF and mobility programs impacting the unit. repair parts, components, tools or vehicles, facility inspections, database maintenance and construction or contract management.

Develops unit mobility and deployment plans to meet worldwide contingencies. Establishes and implements procedures and programs to prepare the unit to support peacetime missions, wartime plans,

and Wing wartime bed-down requirements. Analyzes current unit Contingency Operations Mobility Planning and Execution System (COMPES), Logistic Detail Listing (LOGDET), MANPER B and develops individual and team pallet configuration to insure hazardous cargo; and loaded and secured pallets comply with established airlift movements.

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.

Knowledge/Experience of the following:

- Requires a strong general knowledge of civil engineering and fire protection methods and procedures. Also requires a good general knowledge of CE Prime BEEF management and mobility programs, SORTS, Fire Protection, HAZMAT, Logistics, and associated programs. Knowledge of analytical and evaluative methods and procedures, and skill in evaluating related operations. Skill in oral and written communications to prepare and present briefings, coordinates planning efforts, and manages program activities. Knowledge in Rapid Runway Repair (RRR), Bomb Damage Repair (BDR), and force beddown for wartime operations. Knowledge of clerical and administrative methods and procedures.
- Incumbent independently plans work and accomplishes tasks IAW applicable policy directives and instructions. Plans and organizes appropriate CE programs, defines projected scope, and coordinates with staff and management on project requirements. Develops own projects and timetables under general guidance. Work is reviewed for adequacy, effectiveness, and soundness of judgment.
- The work involves planning, coordinating, training, and evaluating subordinate units and
- resolving substantive wing and squadron level Prime BEEF management issues. Work has significant impact on the overall capability of the wing and squadron to meet its assigned wartime taskings. Relates directly to wing and squadron mission readiness.
- The purpose of the work is to assess the productivity, effectiveness, and efficiency of Prime BEEF management activities and to resolve substantive issues. Incumbent insures Prime BEEF management programs are established and functioning in accordance with ANG and Air Force policy. The work involves making decisions using existing guidance or through sound problem solving techniques..

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)

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. 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 141 MSG, (509) 247-7369, 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