



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-066-ANG

POSITION INFORMATION

Position:	Human Resources Assistant	Grade:	TSgt/E-6
Location:	194 FSS Camp Murray, WA	AFSC:	3S071
Opening Date:	12 August 2016	Closing Date:	13 September 2016

WHO CAN APPLY

Only **current AGR members** of the Washington Air National Guard. This position is also being offered as a Technician position. See Technician Vacancy Announcement # WAAF 16-202 at USA Jobs for application instructions.

***Hiring of current AGR member is dependent on approval of MCR.**

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- If applicants do not hold the 3S0X1 AFSC, must be eligible to cross-train
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

Provides technical assistance to all reporting officials. Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Participates in development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Authenticates prior and non-prior service enlistments, and prepares and processes enlistment and appointment documents. Participates in processing activities for accessions. Determines eligibility for officer appointments, requests waivers, schedules interviews, and prepares and accession and gain of each officer. Participates in managing all aspects of the NGB Selective Retention Program at the Wing level. Performs personnel relocation actions pertaining to voluntary and involuntary reassignments, separations, retirements, conditional release programs, separations based upon Medical Evaluation Board/disability separations and retirements, Stop Loss waiver requests, Selective Retention separations, and inter and intra service transfers. Provides input in development of plans for administration of contingencies and mobilization, maintaining accountability for all assigned deployed personnel, and Partial Mobilization (PM) management of activation orders in the event of Presidential Reserve Call Up (PRC), and in coordinating with wing Plans Office to support all unit deployments and wartime tasking. Participates in preparation of and presents periodic briefings/orientations on mobilization procedures to commanders required to support deployments. Performs other duties as assigned.



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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 of, and skill in applying a comprehensive body of military human resources rules, guidelines, and instructions to provide technical support in the assigned program area and to research, study and analyze all aspects of the assigned military function(s)

--Ability to analyze information, to determine its relevance, and to provide options to management/supervisors/military members regarding appropriate course of action

--Ability to communicate effectively, both verbally and in writing

--Analytical skill and judgment as well as knowledge of the mission of the wing and other units serviced

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*
- 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) (*only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. 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 (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) If cross training to 3S0X1, provide AF Form 422 to show PULHES requirement
- 9) **NO BINDERS OR BOUND DOCUMENTS**

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL

****When emailing applications, please put the announcement number and last name in the subject line.***

****If possible, email application as one attachment in the order listed above.***

Applications can also be mailed to:

HUMAN RESOURCES OFFICE/AGR
Attn: MSgt Moore/Air AGR Manager
33 41st Division Way, Bldg 33
Camp Murray, WA 98430



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Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO.** Applications not received by HRO by the closing date will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- 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 for general AGR announcements:
MSgt Lorie Moore, AGR Manager for Air (253) 512-8347