



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-067-ANG

POSITION INFORMATION

Position: Group Support Services Specialist **Grade:** MSgt/E-7
Location: 252 COG **AFSC:** 3S071
JBLM, McChord Field, WA

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 16-215 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

Incumbent coordinates with State HQ, National Guard Bureau (NGB), overseas Major Commands (MAJCOMs), and out-of-country organizations. Incumbent provides leadership and oversight to the unit orderly room function. The incumbent plans and provides war-skills and master-task training to all Unit information management and personnel specialists. Incumbent requires increased levels of quality and information management skills in order to accomplish mission objectives and work in close association with all sections of the RS Directorate and other directorates, the host data processing organization, State Headquarters, lead and gaining MAJCOMs, and forward assigned location. Serves as the Group Orderly Room Manager, functioning as senior advisor to the Director of Readiness and Support for all orderly room and information management unit support functions. Formulates, develops, and directs the implementation of IM policies and procedures. Incumbent is responsible for the accuracy and content of the individual computerized personnel records system for all assigned Group personnel. Plans, organizes, and implements electronic media systems and computer systems throughout the unit. Manages training plans for IM personnel assigned throughout the organization. Serves as unit web master. Manages transfer of information internal and external to the base/group to include manual and electronic telecommunications. Performs other duties as assigned.

ELEMENTS



Washington Air National Guard Active Guard Reserve (AGR) Announcement

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.

-- Skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature

-- Knowledge of the theory and principles of management and organization, including such administrative practices and procedures common to organizations as those pertaining to channels of communication, delegation of authority, routing of correspondence, filing systems, and storage of files and records

-- Knowledge of the organization, programs, missions, and functions of an ANG Cyberspace Operations Group

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

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.



Washington Air National Guard Active Guard Reserve (AGR) Announcement

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