



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 17-006-ANG

**** This position is “Temporary Indefinite” until such time as the departing individual is either restored or the restoration period expires ****

POSITION INFORMATION

Position:	Personnel Craftsman	Grade:	TSgt/E-6
Location:	225 Air Defense Group JBLM, McChord Field, WA	AFSC:	3S071
Opening Date:	5 November 2016	Closing Date:	6 December 2016

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 to be considered:

- Applicants must possess, at minimum, a 3S031 AFSC
- Applicants must be in the grade of SrA/E-4 or above
- 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

The selected individual will primarily, but not limited to, be responsible for the military leave program, drill status pay and accountability, drill status leave, AROWS/DTS orders, billeting coordination, records management, unit sponsorship program, in- and out-processing unit personnel, and the unit career advisor program. In addition to these primary responsibilities, the selected individual will assist with general office management, customer service, re-enlistment/ extensions management, AGR tour renewals, retirement/separation requests, and job vacancy announcements. 225th ADG policy requires initial AGR tours up to four years with potential for renewal at the end of current tour. Subsequent AGR tours are limited to a maximum of no more than four years.

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.

- Experience with administrative communications, correspondence and general office management



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- Experience with maintaining personnel records, military leave program, AROWS/DTS, records management and a myriad of other personnel actions. Government Purchase Card (GPC) experience desirable
- Ability to manage multiple tasks while handling a large volume of work with frequent interruptions
- Ability to deal effectively with personnel at various levels of command, both orally and in writing
- Knowledge of Air Defense Sector is desirable

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) from the vMPF, under Self-Service Actions, Personal Data, Record Review. A CDB, Career Data Brief, is **NOT** a substitute. (*Only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF under Record Review. 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) 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 you do not receive an email "confirmation of receipt" within 3 duty days of emailing your application, please contact SMSgt Lorie Moore at 253-512-8347 or DSN 323-8347***

Applications can also be mailed to:

HUMAN RESOURCES OFFICE/AGR
Attn: SMSgt 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.



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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 this announcement:
SMSgt St. Romain, (253)982-4404, DSN 382-4404
- Point of Contact for general AGR announcements:
SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347