



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 19-104-ANG

POSITION INFORMATION

Position:	First Sergeant	Grade:	E-7
Location:	225 Air Defense Group JBLM, McChord Field, WA	AFSC:	8F000
Opening Date:	22 May 2019	Closing Date:	21 June 2019

WHO CAN APPLY

All 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:

- Applicants must currently be in the grade of MSgt/E-7
- Applicants must be eligible for the 8F000 AFSC with a PULHES score of: P-3 U-3 L-3 H-2 E-3 S-1 and not have an ALC of C-3
- 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

ADDITIONAL REQUIREMENTS:

- Meet ANG fitness standards IAW AFI 36-2905 with a score of 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months or exemption from any component. Note: Current fitness exemptions at the time of application close-out can be considered, however, if selected, must be able to test in all fitness components before attending the FSA
- Must have overall EPR rating of “Exceeded Some” expectations and or “Exceeded Most” expectations on the last three performance reports. No referral reports in the past 3 years
- Must be able to complete the USAF First Sergeant Academy (FSA) within 1 year of assignment
- Must have completed SNCOA or complete the course within 12 months after attending the FSA
- Must possess or complete CCAF degree within 18 months of completing the FSA

SUMMARY OF DUTIES

Advises the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, well-being, career progression, professional development, and recognition of all assigned



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enlisted members. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings. Represents the commander at base meetings and councils, and when conducting tours through unit areas. Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de corps, discipline, mentoring, and welfare of the enlisted force are met. Ensures supervisors set an appropriate example for the subordinates. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinates the resolution of complex problems with the supervisor, member, commander, and appropriate base agencies. Directly manages the Annual/Quarterly Awards and Family Care Programs and has oversight on all programs that involve Enlisted members (i.e. fitness, retention, etc.). 225 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.

- **Knowledge/experience in leadership and personnel management with emphasis on administration/program management, Air Force organization, drill and ceremonies, customs and courtesies, dress and appearance and counseling techniques**
- **Must be able to communicate effectively both written and verbal**
- **Must be proactive and aggressive in the performance of duties, demonstrate strong initiative, possess innovative thinking and have tremendous strength of character**

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 (*only applies to current members of the USAF, USAFR or ANG*)
- 7) EPR's (last 3)



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- 8) Current AF Form 422 from Medical Group (*does not apply to current WA ANG members possessing the 8F000 AFSC*)
- 9) Response to Job Elements (*not required, but highly encouraged*)

Submission of application:

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

**All application documents must be consolidated into a single .pdf file.*

**When emailing applications, please put the announcement number and last name in the subject line. Also, name/title .pdf file with the announcement number and last name. (Ex. 18-015-ANG Moore)*

**If you do not receive an email “confirmation of receipt” within 4 duty days of emailing your application, please contact SMSgt Lorie Moore at 253-512-8347 or DSN 323-8347*

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

- 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:
Primary 225 ADG Comm (253) 982-4557 DSN 382-4557 mary.whitney.2@us.af.mil
Alternate 225 ADS Comm (253) 982-4725 DSN 382-4725 allan.lawson@us.af.mil
- Point of Contact for AGR announcements:



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SMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347
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