





# Washington Air National Guard

## Active Guard Reserve (AGR) Announcement

PCs, PWCs (iPhones, MiFis), and printers. Additional responsibilities include directly interfacing with customers, managing user and device accounts, performing research for assigned system projects, documenting all maintenance actions, coordinating VTCs, and developing life-cycle implementation and annual spend plans. This position may at times entail CONUS, Alaska, or Hawaii short-duration TDYs in support of the WADS mission. Member may be expected to work rotating shifts in a 24/7 work environment. Member will also be considered for rotation through Mission Systems, Comm Focal Point, Plans and Resources, and Quality Assurance work centers. WA ANG policy requires initial AGR tours to be 2-3 years with potential for renewal at the end of the initial 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 of IT fundamentals and C-CS systems**
- **Knowledge of capabilities, functions, and technical methods for C-CS network operation**
- **Knowledge of organization and functions of Air Force automated C-CS and elements**
- **Knowledge of basic troubleshooting procedures**
- **Knowledge of C-CS security procedures and programs including IP**
- **Knowledge of 3D career fields and how they interact**
- **Experience in performing and supervising functions such as installing, troubleshooting, repairing, operating, testing, or modifying end-user systems**
- **Experience configuring and maintaining Windows Operating Systems**
- **Knowledge of Air Defense Sector 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*, 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 "Fitness Tracker" Report from AFFMS II (*only applies to current members of the USAF, USAFR or ANG*)
- 7) EPRs (last 3)



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- 8) Documentation of current DoD Directive 8570 Information Assurance Technician Level 2 certification
- 9) Response to Job Elements (*not required, but highly encouraged*)
- 10) Letter(s) of Recommendation (*not required, but highly encouraged, limit 3*)

### Submission of application:

Email applications to: [LORIE.K.MOORE.MIL@MAIL.MIL](mailto:LORIE.K.MOORE.MIL@MAIL.MIL) (do not use us.af.mil email)

*\*All application documents must be consolidated into a single .pdf file, if at all possible.*

*\*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. 20-015-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

- New AGR's will be placed on a 2-3 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.
- CMSgt Laurie Doyle, 225 SS. (253) 982-4610, laurie.doyle.3@us.af.mil
- Point of Contact for general AGR announcements: SMSgt Lorie Moore, (253)512-8347



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