



District of Columbia Air National Guard

AGR Announcement

18-370



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p>	<p>OPENING DATE: 14 June 2018</p>	<p>CLOSING DATE: 15 July 2018</p>
	<p>Position Title: Installation Personnel Readiness NCOIC Max Grade: MSGT (E7) Min Grade: TSGT (E6) AFSC: R3F071, 3F071</p>	
	<p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p>	
<p>Position Location: 113th Force Support Squadron Joint Base Andrews, MD</p>	<p>AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCANG</p>	

INSTRUCTION FOR APPLYING:
This office will **NOT** accept mailed applications. **You must send applications electronically.** **Failure to submit all required documents as outlined below will result in your application not being considered for employment.**

AGR REQUIRED DOCUMENTS:

- 1.) NGB 34-1 (*dated Nov 2013*) Application for AGR Position. <http://www.ngbpdcc.ngb.army.mil/forms.htm>
- 2.) Copies of the last five OPRs (*Officers only*).
- 3.) Resume (*any format*).
- 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).
- 5.) Individual Personnel (RIP) from vMPF only (*must be dated within 60 days*).
- 6.) Current Fitness Test from AFFMS II (*Per AFI 36-2905 – current within 12 months*).
- 7.) Security Clearance verification memorandum (*Do not submit a JPAS print out*).
- 8.) Letter(s) of recommendation (*optional*).

***All documents must be consolidated into a single pdf. File. DO NOT put in PDF Portfolio format. Send applications in the following format: MVA number, Rank, last name, First name, Middle Initial. Ex: 18-100 – SSGT DOE, JOHN A**
***Any documents with SSN must have the SSN redacted (Blacked-out).**

Conditions of Employment:
National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.
Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.
If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.

Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. **Incomplete applications will not be considered.** It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.

Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614.
http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7
<http://www.ngbpdcc.ngb.army.mil/publications.htm>



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 18-370

Position: Installation Personnel Readiness NCOIC

Brief Description of Duties: Serves as advisor to the Force Support Commander on deployment programs. Interprets policy and provides procedural guidance to wing/unit commanders, supervisors, staff members, and unit deployment managers (UDM) concerning the deployment process. Advises wing Installation Deployment Officer (IDO), Unit Deployment Manager (UDM), and FSS Commander on Unit Type Code (UTC)/Unit Manning Document (UMD) and any other readiness issues. Develops wing readiness plans for the administration of contingencies and mobilizations. Determines human resources requirements in support of mobilization. Coordinates with Headquarters, National Guard Bureau (NGB), and unit commanders regarding all matters concerning the activation and/or deployment of forces. Manages the non-contingency duty status program. Maintains all human resources data systems requirements and provides required reporting. Prepares and presents periodic briefings/orientations on mobilization procedures to all commanders required to support deployments. Develops, prepares, analyzes, and coordinates with the wing plans office on all unit deployments and wartime tasking and Contingency Operations Plans (CONOPS). Identifies readiness issues and problems that directly impact wing and individual organizations ability to deploy. Manages Deployment Systems. Manages and controls the Personnel Module of the Integrated Deployment System (IDS), critical to deployment/employment of tasked personnel in support of global operations. Manages the Deliberate Crisis Action Planning and Execution System (DCAPES). Maintains personnel accountability and duty status reporting to ensure accurate and timely data is available for Command and Control (C2) for contingency/exercise/manning assistance. Responsible for management and execution of Contingency Exercise and Deployment (CED) orders. Perform functions as part of the Installation Deployment Readiness Center (IDRC) to establish procedures to out-process deploying personnel who meet eligibility requirements and establish procedures to in-process deployed personnel upon return to home station. Is responsible to the Force Support Commander for the Personnel Support for Contingency Operations (PERSCO) portion of the Status of Resources and Training System (SORTS) Report. Provides mandated reports to higher headquarters as required. Acts as liaison between Air Force Personnel Center, MAJCOM, and local units to ensure accurate and timely duty status accountability. Provides technical guidance and instruction to base organizations on all aspects of Personnel Readiness. Provides training to all base 3S0X1 technicians on all Personnel Readiness functions. Serves as the Wing POC for all M4S tasking's. Performs Supervisory duties for assigned Civilian and Military personnel. Performs other duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC Qualified. AFSC: R3F071, 3F071

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th MDG.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: SrA Shailah Florvil, shailah.florvil.mil@mail.mil /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Jeffrey Warren, jeffrey.c.warren3.mil@mail.mil /202-685-9925 (DSN 325-9925)