

# CAPITAL GUARDIANS LINE OFFICER APPLICATION GUIDE



District of Columbia  
Air National Guard

**THE DISTRICT OF COLUMBIA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
All applicants will be considered without regard to gender, race, creed, color or ethnic  
background**

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# INTRODUCTION

Thank you for your interest in the District of Columbia Air National Guard Officer Program. This Guide was developed to help answer your questions, assist you in your application process and provide you with some general information about the District of Columbia Air National Guard. It includes information about the officer training process and our expectations of DCANG officers in addition to specific application submission requirements.

## APPLICATION/BOARD INFORMATION

Please check our website at <http://www.113wg.af.mil/careers/index.asp>, periodically for updates on all officer vacancy opportunities. *You can only apply during open season or when vacancies and positions are advertised on the website. Only submit applications during open season or if there is a vacancy or position posted. Applications submitted out of season or without a posted vacancy or position will not be stored.* If you have applied in the past, we have significantly changed the application and package criteria. If you have any questions that are not addressed in this Guide about the application process, please contact SMSgt Ivan Anglero or MSgt Brett Dew in Recruiting. They can be reached at (301) 856-9110 or (202) 538-7645 or via e-mail at [ivan.anglero@ang.af.mil](mailto:ivan.anglero@ang.af.mil) and [brett.dew@ang.af.mil](mailto:brett.dew@ang.af.mil) respectively.

Send Application Packages to: SMSgt Ivan Anglero or MSgt Brett Dew  
7529 Old Alexandria Ferry Rd  
Clinton, MD 20735

Again, thank you for your interest in the DISTRICT OF COLUMBIA AIR NATIONAL GUARD.

## REQUIREMENTS AND QUALIFICATIONS

A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Post Secondary Education is required for all appointments unless waived. Exceptionally qualified initial appointment applicants may request a waiver of the degree requirement. Additionally, the following GPAs must be met:

<b>If the Applicant has completed</b>	<b>The minimum acceptable GPA is:</b>
90 but less than 105 semester hours	2.30
105 but less than 120 semester hours	2.20
120 or more semester hours	2.10

The applicant must initiate the education waiver. The waiver request must outline a



degree plan that will result in a four-year degree by the end of the fourth year of commissioned service. Failure to complete the degree requirement will render the member ineligible for promotion and will result in termination. The commander must provide a memorandum justifying the selection of a non-degree candidate.

## To Qualify for Appointment you **MUST**:

- Be physically and mentally fit
- Meet minimum scores on the AFOQT (see page 6)
- Provide full disclosure of drug use, traffic violations, arrests and convictions. UCMJ or law violations and drug use do not necessarily disqualify an individual **but non-disclosure of any offense or use is disqualifying!**
- For initial line officer appointment, applicants must be 18 years or older and commissioned prior to their 35th birthday.
- Meet the commissioning medical standards.
- Be a U.S. citizen.
- Have a Security Clearance.

## SELECTION BOARD AND INTERVIEWING PROCESS

Selection boards are normally held once a year or when determined by the Wing CC. Application packets will be accepted from 1 July to 30 September. The Board will be held late October. A panel of 3 - 4 officers assigned to the DCANG will interview the applicants. Applications will be screened upon receipt; ***incomplete applications will not be considered for an interview.*** The appointment process is very competitive and many factors are taken into account when choosing candidates. The Board selects individuals who are likely to succeed in training and whose qualifications best fit the unit's current needs.

Interviews will be scheduled approximately 2-3 weeks in advance. Interviews *may* be held during the workweek or on a weekend. A board will begin with introductions, an explanation of the application process and questions from the board members. Prepare the same way you would for any job interview. Introduce yourself to the Board. Board members will be looking for answers which show how you handle situations (i.e., instead of simply stating that your strongest attribute is integrity, give examples of how you have demonstrated this attribute in a past situation). Selection is made on the "Total Person Concept".

The top two applicants will become the primary and alternate selections. If no officer positions are available at the time of the board the applicants will be offered the next available position during the fiscal year. If the primary declines the offer, the position will be then offered to the alternate. Anyone not selected or declining an offer will have to re-apply for a new position. If selected, you will be required to complete an appointment packet as well as an appointment physical. Once the appointment packet is completed, it is submitted to NGB for approval. Once approved, you will be scheduled to attend the Air National Guard Officer Training School (ANGOTS), E-5 and above will maintain current rank, others will be promoted to E-5. Upon completion of ANGOTS, you will be appointed to the rank of 2<sup>nd</sup> Lieutenant.



# THE COMMISSIONING PROCESS

If selected for Appointment, you will spend approximately 6 months in and out of formal military training, beginning approximately within a year after your selection. ANGOTS is the Air National Guard Officer Training School. It is a 6 week program similar to BMT. You will march, deal with room inspections, do physical training, and everything else that involves military training. There will be many hours of classes on management, leadership, military history, and doctrine. This will include writing skills, oral presentations and written tests. ANGOTS is located at Maxwell AFB in Montgomery, AL.

Follow-on training length and location will vary depending on AFSC and prior experience.

## SERVING AFTER TRAINING

Prior Service members will complete their MSO. Officers without an MSO will incur a service obligation dependent upon your Formal Training. When selected for appointment, you are hired as a traditional guard member and should not anticipate full-time employment after training. Only about 25% of unit membership is comprised of full-time employees. They are responsible for day-to-day operations and training for the "traditional" Guard members. There are two full-time programs:

**The Technician Program.** Technicians are GS-9/14 members of the federal civil service and are required to maintain traditional membership as a military member of the unit (full-time civilian job + part-time military job).

**The Active Guard/Reserve (AGR) Program.** AGR's are full-time National Guard duty military with the same pay, rules and benefits as active duty.

We have historically hired full-time employees from the unit's pool of traditional members. Full-time employment is possible, but not likely until you have been with the unit for a length of time.

In addition to home station training, some deployments may be available to you. You will be expected to deploy on most training deployments (typically 2-3 weeks), and on all operational deployments (30-90 days)

*It is important to keep all of the information in this section in mind as you are making current or future employers aware of your requirements as an Officer with the Air National Guard.*





*If you have questions regarding any medical conditions, please contact MSgt Brett Dew at (301) 856-9110.*

## WEB SITES

The following sites may provide you with more information about the training schools and their communities.

Lackland AFB	<a href="http://www.lackland.af.mil/Home/">http://www.lackland.af.mil/Home/</a>
Randolph AFB	<a href="http://www.randolph.af.mil/sitemap.htm">www.randolph.af.mil/sitemap.htm</a>
Luke AFB	<a href="http://www.luke.af.mil/library/factsheets/factsheet.asp?id=5047">http://www.luke.af.mil/library/factsheets/factsheet.asp?id=5047</a>
Maxwell AFB	<a href="http://www.maxwellaf.mil/">www.maxwellaf.mil/</a>
Fairchild AFB	<a href="http://public.fairchild.amc.af.mil/library/factsheets/factsheet.asp?id=3771">http://public.fairchild.amc.af.mil/library/factsheets/factsheet.asp?id=3771</a>

## APPLICATION PACKAGE CONTENTS

**If you have any questions, please call (301) 856-9110 or (202) 538-7645. Please ensure all of the following items are included with the application, in the order listed below; incomplete information will affect consideration for an interview.**

- Typed Appointment Application Form (see page 11)
- Cover Letter
- Resume
- Copy of your AFOQT Scores (if you have taken the test twice, please include BOTH test score sheets)
- Copy of College Transcripts
- Copy of Diploma **or** a Statement of Intent to Graduate with Bachelor's Degree (page 10)
- Three Letters of Recommendation obtained *and dated within one year*
- DCANG Medical Prescreening Form, signed by applicant (page 9)
- Include copies of the last three performance appraisals (if full-time), RIP, current Point Summary and current Fitness Test results.

## PREPARING YOUR APPLICATION PACKAGE

Please use the following guidance to make the process more expeditious.

- Arrange your application package in the order under 'Application Package Contents' on page 7
- Do not include extra documentation; submit only the items requested



- Use standard, letter size paper
- Use single-sided copies only
- Place in a standard, 2 pocket presentation folder
- Do not use staples; use paperclips only

The importance of a complete package cannot be overstated, however, do not include additional extraneous information. The Board will only review the items listed in 'Application Package Contents' during the selection process.

**PLAN AHEAD AND FOLLOW THE INSTRUCTIONS. To receive consideration for an interview, your COMPLETE package must arrive no later than the close of business on the published deadline date. Every item listed, including test scores, must be included in the package or it will NOT be considered for an interview.**

**Mail Application Package to:** SMSgt Ivan Anglero or MSgt Brett Dew  
7529 Old Alexandria Ferry Rd  
Clinton, MD 20735

**NOTE: Incomplete packages will not be considered.**



**DCANG MEDICAL PRESCREENING FORM**

Principal Purpose: To expedite your medical examination processing by identifying possible medical problem areas and to aid the medical staff in determining your eligibility and physical capabilities. To prepare military service applicants for medical processing by identifying documents or medical history required. Disclosure: Voluntary. Failure to provide the information requested will stop any further processing of your application. Intentional withholding of a known medical condition is prohibited under Federal Law.

**PART I. PROCESSING REQUIREMENTS**

<b>NAME OF APPLICANT</b>	<b>DATE OF BIRTH</b>	<b>SSN:</b>
<b>HEIGHT</b>	<b>WEIGHT</b>	<b>PROCESSING FOR: THE DISTRICT OF COLUMBIA AIR NATIONAL GUARD</b>

**PART II. MEDICAL HISTORY – Check each item and explain all ‘yes’ or ‘unsure’ answers**

PHYSICAL IMPAIRMENTS				MEDICAL CONDITIONS				TREATMENTS					
YES	NO	UNSURE		YES	NO	UNSURE		YES	NO	UNSURE			
			Do you, or have you ever had:				10. Do you have any difficulty standing for a long period of time				Have you ever:		
			1. Back trouble				Have you ever:				22. Taken medication		
			2. Ear trouble or loss of hearing				11. Been treated for a mental condition				23. Been hospitalized		
			3. Any painful or trick joints or loss of movement in joint				12. Been a sleepwalker since age 12				24. Had bones surgically repaired using pins, screws or plates		
			4. Any deformity of, or missing, fingers, toes or limbs or impaired use of arms, legs, hands or feet				Do you, or have you ever had:				25. Had any illness or injury including broken bones which required treatment by a physician, surgeon, hospitalization or surgical operation		
				13. Addiction to drugs or alcohol									
				14. Allergies									
							15. Asthma or respiratory problems						
			5. Eye trouble, injury or illness				16. Bedwetting since age 12						
			6. Loss of vision in either eye				17. Epilepsy or seizures of any kind						
							18. Other medical problems or defects of any kind						
CORRECTIVE DEVICES				FEDERAL GOVERNMENT ACTIONS				DISEASES					
YES	NO	UNSURE		YES	NO	UNSURE		YES	NO	UNSURE			
			Do you:				Have you ever:				Do you, or have you ever had:		
			7. Wear braces on your teeth				19. Been rejected for military service				26. Hepatitis		
			8. Wear contacts or glasses				20. Been discharged from military service for mental, physical or other reasons				27. Rheumatic fever		
			9. Wear a hearing aid				21. Applied for, or currently receive, disability from any Federal Agency						

Explain all ‘Yes’ or ‘Unsure’ answers. Annotate item number, describe problem, and give age at the time and current status regarding that problem.

**I certify that the information on this form is true and complete to the best of my knowledge and belief, and no person has advised me to conceal or falsify any information about my physical, mental or government history.**

\_\_\_\_\_  
Printed Legal Name

\_\_\_\_\_  
Signature







# APPOINTMENT APPLICATION



## District of Columbia Air National Guard

### Selection Board

#### Personal Information

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 (Last) (First) (Middle)  
 Home Address (Include Zip Code): \_\_\_\_\_  
 Business/School/Alternate Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Current Marital Status: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 What is your civilian occupation? \_\_\_\_\_ No. of years \_\_\_\_\_

#### Test Information

How many times have you taken the AFOQT? \_\_\_\_\_  
 When/where have you taken the AFOQT? \_\_\_\_\_  
 AFOQT Scores Pilot: \_\_\_\_\_ Nav: \_\_\_\_\_ Academic: \_\_\_\_\_ Verbal: \_\_\_\_\_ Quantitative: \_\_\_\_\_

#### Education

Are you a college graduate? \_\_\_\_\_ Date of Graduation: \_\_\_\_\_ State: \_\_\_\_\_  
 Did you work while attending college? \_\_\_\_\_ Where? \_\_\_\_\_

List all college, post graduate, internship, residence or fellowship education programs that you have completed, or in which you are currently enrolled

Name of School	State	Dates Attended	Major	Hours Compl	Type Degree	GPA



## Military History

1. Are you currently employed by the military? \_\_\_\_\_ If yes, please list agency and location: \_\_\_\_\_
2. Have you ever been a member of the Civil Air Patrol? \_\_\_\_\_
3. Have you received any Junior ROTC Scholarships? \_\_\_\_\_
4. What is the status of your military security clearance? \_\_\_\_\_ Type: \_\_\_\_\_ Date Awarded: \_\_\_\_\_
5. Please mark and complete your military status:
  - I was in the military during these dates: \_\_\_\_\_ to \_\_\_\_\_ What component? \_\_\_\_\_
  - I am currently in the military (Dates: from \_\_\_\_\_ to present) What component? \_\_\_\_\_
  - Enlisted Expiration of Term of Service: \_\_\_\_\_
  - Officer Date of Commission: \_\_\_\_\_  
 Total Active Federal Commissioned Service (# of years): \_\_\_\_\_  
 Service Commitment Expiration Date: \_\_\_\_\_
6. Have you ever applied for a commission with another military service? \_\_\_\_\_
7. Have you participated in any previous commissioning programs? \_\_\_\_\_
8. Have you ever been eliminated from commissioning training? \_\_\_\_\_
9. Have you ever attended Flight Screening, Officer Training or Undergraduate Pilot Training for any branch of service and, if so, did you graduate from the program? \_\_\_\_\_ Explain: \_\_\_\_\_
10. Have you ever applied for appointment as an officer but were not selected, or selected but declined acceptance? \_\_\_\_\_ Explain \_\_\_\_\_
11. If you are a prior service member:

Have you ever received a discharge under 'Other than Honorable' conditions? \_\_\_\_\_

What was the reason for your separation from the military? \_\_\_\_\_

Please list all prior military service to include ROTC or Military Academic Service

Dates	Highest Grade	Component (i.e., Air Force, Navy, Army, Marine Corps)	Skill/AFSC/MOS	Active Duty, National Guard or Reserve	City/State

## Personal/Legal



1. If selected, are you able to attend training without employer problems? \_\_\_\_\_
2. Are you willing to wait for a training quota for as long as two years? \_\_\_\_\_
3. Have you discussed this with your family and employer? \_\_\_\_\_
4. Do you have any severe financial difficulties? \_\_\_\_\_ Have you ever declared bankruptcy? \_\_\_\_\_
5. Are you a conscientious objector? \_\_\_\_\_
6. Do you have a friends and/or relatives who are/were in the DCANG? \_\_\_\_\_ Who?  
\_\_\_\_\_
7. Do you have any DCANG or DC area connections? \_\_\_\_\_
7. Do you have any concerns/problems that have not been addressed? \_\_\_\_\_
8. How did you learn about this opportunity? \_\_\_\_\_
9. Have you ever been convicted of a crime of domestic violence? \_\_\_\_\_
10. Have you ever been charged, arrested, cited, convicted or held by any law enforcement agency to include juvenile offenses, drug/alcohol involvement or traffic violations? \_\_\_\_\_

**\*\*\*\*\*YOU MUST LIST ALL VIOLATIONS\*\*\*\*\***

Nature of Offense	Date of Incident	Fines/Sentencing	Final Disposition

11. Have you ever tried, possessed, used or sold any drugs to include marijuana? \_\_\_\_\_
12. Hobbies: \_\_\_\_\_
13. Extracurricular Activities: \_\_\_\_\_
14. Additional Information (please use this area if you need to continue a question from above or to give additional information you would like the Board members to know about you): \_\_\_\_\_

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