



# District of Columbia Air National Guard

## AGR Announcement

### 23-118



Modified to include SMSgt (E8) Promotable

<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b>  <a href="mailto:113WG.DCANG.APPLICATIONS@US.AF.MIL">113WG.DCANG.APPLICATIONS@US.AF.MIL</a></p>	<p><b>OPENING DATE:</b> 7 March 2023</p>	<p><b>CLOSING DATE:</b> 7 April 2023</p>
	<p><b>Position Title:</b> Force Support Squadron Senior Enlisted Leader  <b>Max Grade:</b> CMSgt (E9) * Control Grade Available*  *Position Available 1 Sep 2023*  <b>Min Grade:</b> SMSgt (E8) *Promotable*  <b>AFSC:</b> 3F091/3F191/3F291/3F391/3F591/3F000  <b>Tour:</b> Permanent</p>	
	<p><b>Appointment Status</b>  <input checked="" type="checkbox"/> <b>Enlisted</b>    <input type="checkbox"/> <b>Officer</b></p>	
<p><b>Position Location:</b> 113<sup>th</sup> Force Support Squadron Joint Base Andrews MD</p>	<p><b>AREA OF CONSIDERATION: GROUP III</b>  All individuals eligible for entry into the DCANG.</p>	
<p><b>INSTRUCTIONS FOR APPLYING:</b>  This office will <b>NOT</b> accept mailed applications. <b>You must send applications electronically.</b> <b>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</b></p>		
<p align="center"><b>AGR REQUIRED DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>1.) NGB 34-1 (<i><b>dated Nov 2013</b></i>) Application for AGR Position. <a href="https://www.ngbpmc.ng.mil/Forms/NGB-Form/">https://www.ngbpmc.ng.mil/Forms/NGB-Form/</a></li> <li>2.) Copies of last five OPRs/ last three EPRs</li> <li>3.) Resume (<i>any format</i>)</li> <li>4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).</li> <li>5.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>).. If clearance is expired, you must obtain security memo from the Wing security manager.</li> <li>6.) Current Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>).</li> <li>7.) Letter(s) of recommendation (<i>optional</i>)</li> <li>8.) If missing documents, memo to board president required stating reason why documents are missing</li> </ol> <p><b>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A</b>  Email subject will be in the same format.</p>		
<p><b>Conditions of Employment:</b>  <u>Electronic Funds Transfer:</u> 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.</p>		
<p><b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. <b>Incomplete applications will not be considered.</b> 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.</p>		
<p><b>Equal Employment Opportunity:</b> 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. <a href="http://www.ngbpcdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpcdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpcdc.ngb.army.mil/publications.htm">http://www.ngbpcdc.ngb.army.mil/publications.htm</a></p>		



# The District of Columbia Air National Guard



DC 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:** 23-118

**Position:** Force Support Squadron, Senior Enlisted Leader

**Position Description:**

Knowledge is mandatory of personnel policies and procedures. Provide guidance on operations, management capabilities, and mentorship initiatives. Develop technical training guides and presentations. Serve as an advisor to various levels of leadership for all matters pertaining to the administration of Force Support programs which include: Recruiting and Retention, Installation Personnel Readiness, Officer and Enlisted Personnel Management, Civilian Personnel and Active Guard Reserve program, Personnel Systems Management, Military Personnel Force Management, Career Development, Force Development, Airman and Family Readiness, Mortuary/Casualty Affairs, Fatality Search and Recovery, Food Operations, Lodging, Fitness, Recreation, Non-Appropriated Funds (NAF) and Special Morale & Welfare Funds. Able to make decisions on work problems presented by subordinate supervisors. Prepare and maintain records; assignments, promotions, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures. Experience of continuous improvement initiatives and management consulting regarding force support programs. Knowledge of human resource personnel processes, total force initiatives, data analysis and reporting; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management. Able to perform in high-level and high pace capacities and provide functional requirement processes and decisions. Perform strategic planning in support of wing long-range objectives. Knowledge and ability to review and analyze personnel data derived from a variety of systems and documents such as Unit Manning Document (UMD); Unit Manpower Personnel Roster (UMPR); Deliberate Crisis Action Planning and Execution System (DCAPES). Able to evaluate training for effectiveness. Provide strategic direction for Developmental Education (DE) and ancillary training. Ensures accuracy of all base level Air Force Specialty Code (AFSC) classification actions. Provide guidance regarding the Yellow Ribbon Reintegration Programs (YRRP) ensuring the prescribed directives are satisfied and meet the needs of the organization, members and families. Performs other duties as assigned.

**Minimum Qualification Requirements:**

1. Open to traditional Guardsmen, Military Technicians, Title 32 AGRs, and ANG airmen on Statutory Tour.
2. Must be medically certified as drug free and with negative results for human immunodeficiency virus (HIV) within the last 2 years.
3. Must meet physical fitness standards prescribed by AFMAN 36-2905.
4. Must possess a valid Secret Clearance.
5. Must possess a valid U.S Passport and be able to obtain an Official Passport prior to report date.
6. Must possess a valid Government Credit Card or be able to obtain one prior to report date.

**Additional Information:**

**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 Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

**AGR Employment Points of Contact:**

HR Specialist: A1C Danielle James, [danielle.james.2@us.af.mil](mailto:danielle.james.2@us.af.mil), 202-685-8813 (DSN 325-8813)

AGR NCOIC: MSgt Victoria McNamara, [Victoria.McNamara@us.af.mil](mailto:Victoria.McNamara@us.af.mil), 202-685-8813 (DSN 325-8813)