



# District of Columbia Air National Guard

## AGR Announcement

### 23-119



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b>  <a href="mailto:I13WG.DCANG.APPLICATIONS@US.AF.MIL">I13WG.DCANG.APPLICATIONS@US.AF.MIL</a></p>	<p><b>OPENING DATE:</b> 14 March 2023</p>	<p><b>CLOSING DATE:</b> 14 April 2023</p>
<p><b>Position Location:</b> 113<sup>th</sup> Mission Support Group Joint Base Andrews MD</p>	<p><b>Position Title:</b> Group Resource Advisor  <b>Max Grade:</b> MSgt (E7)  <b>Min Grade:</b> SSgt (E5)  <b>AFSC:</b> Any AFSC can apply, must obtain 6F031 AFSC within 12 months of selection. *Minimum ASVAB GEN 57*  <b>Tour:</b> Permanent  <b>Appointment Status</b>  <input checked="" type="checkbox"/> <b>Enlisted</b>    <input type="checkbox"/> <b>Officer</b></p>	
<p><b>AREA OF CONSIDERATION: GROUP III</b></p> <p>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><b>AGR REQUIRED DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>1.) NGB 34-1 (<i>dated Nov 2013</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>  <b>Electronic Funds Transfer:</b> 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.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpdcc.ngb.army.mil/publications.htm">http://www.ngbpdcc.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:** 23-119

**Position:** Group Resource Advisor

**Position Description:**

A. Formulates annual Mission Support Group operating budgets for incorporation into the overall Wing's annual financial plan. Analyzes budget needs for all Mission Support Group and its subordinate organizations taking into consideration the interrelationships of all Group programs, activities, and special functions. Evaluates trends and operating costs which are used in projecting future commitments and obligations. Analyze completeness, accuracy, and reasonableness of all Mission Support Group operating budgetary information.

B. Develops and issues guidance to, and coordinates with Mission Support Group and its subordinate organizations chiefs or cost center managers in the development of quarterly and annual Mission Support Group operating budgets and budget estimates. Reviews, edits, and consolidates Mission Support Group operating budget estimates to ensure compliance with rules, regulations, and procedures. Prepares or edits narrative justifications for projected funding needs and submits to the Wing Budget Office.

C. Reviews annual funding allocations received from the Wing Budget Office in conjunction with all Mission Support Group quarterly funding needs to ensure funding allocations are adequate to meet all projected requirements. Analyzes funding shortfalls and develops recommended programming changes/modifications to be presented to the Group Commander for approval. Prepares, justifies, and submits unfunded and unprogrammed requirements through the Mission Support Group Commander to the Financial Management Board. Performs in-depth, rigorous analysis of Mission Support Group operating budget requests received from the Mission Support Group cost center managers by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding. Develops recommendations for budgetary adjustments to support unanticipated changes in program operations or funding. Adjusts budgetary estimates and reprograms funds to accommodate unstable program operations in the Mission Support Group and subordinate squadrons.

D. Monitors the use and rate of expenditure of all Group operating funds through continuing dialogue with all squadron chiefs and review of written documents and records. Develops, performs, and monitors internal control programs and procedures to identify potential over or under-obligations of Mission Support Group operating funds. Prepares input on recommendations on internal control adjustments to the Mission Support Group Commander and Wing Budget Office.

E. Gathers and analyzes budgetary data to prepare a variety of recurring and nonrecurring Mission Support Group operating budget related reports required by the Wing Budget Office as well as National Guard Bureau (NGB), major commands (MAJCOM), Air Force maintenance and funding offices. Applies accounting principles ensuring that all ledgers and documents are properly reconciled. Responsible for monthly and quarterly input of reports to the Base Budget Analyst, ensuring the accuracy of combined reports to higher headquarters.

F. Performs additional duties as assigned.

**Minimum Qualification Requirements:**

1. Open to all members eligible for entry into DCANG.
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.
7. Must have a minimum score of 57 in category G on ASVAB.

**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)