



District of Columbia Air National Guard

AGR Announcement

23-162



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION I13WG.DCANG.APPLICATIONS@US.AF.MIL</p>	<p>OPENING DATE: 14-SEP-23</p>	<p>CLOSING DATE: 14-OCT-23</p>
<p>Position Location: 3252 East Perimeter Road, Joint Base Andrews MD</p>	<p>Position Title: Force Support Senior Enlisted Leader Max Grade: CMSgt (E9) Min Grade: SMSgt (E8 *Promotable*) AFSC: 3F091/3F191/3F291/3F391/3F591/3F000 Tour: Permanent</p> <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p>	
<p>AREA OF CONSIDERATION: GROUP III</p> <p>All members eligible for entry into the DCANG.</p>		
<p>INSTRUCTIONS 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.</p> <p style="text-align: center;">AGR REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpmc.ng.mil/Forms/NGB-Form/ 2.) Copies of last five OPRs/ last three EPRs 3.) Resume (<i>any format</i>) 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s). 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. 6.) Current Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>). 7.) Letter(s) of recommendation (<i>optional</i>) 8.) If missing documents, memo to board president required stating reason why documents are missing <p>*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 Email subject will be in the same format.</p>		
<p>Conditions of Employment: <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>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.</p>		
<p>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.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdc.ngb.army.mil/publications.htm.</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: 23-162
Position: Force Support Senior Enlisted Leader
Position Description: Serve as the principal advisor to the squadron commander on enlisted matters, providing recommendations and insights on personnel issues, morale, and discipline. Provide leadership and guidance to enlisted personnel within the squadron, fostering a positive and cohesive team environment. Oversee personnel management functions, including assignments, promotions, and career development for enlisted personnel. Advocate for the professional development of enlisted members, ensuring they receive the necessary training and education to excel in their careers. Provide mentorship and career counseling to enlisted personnel, helping them set and achieve their career goals and advice wing leadership of force management and development initiatives. Maintain discipline and high morale within the squadron, addressing any disciplinary issues and working to improve overall unit cohesion. Ensure that squadron personnel are ready and prepared for deployment or other mission requirements, including fitness standards and readiness training. Oversee the Unit Self-Assessment Program, ensure actions are taken to address deficiencies and facilitating higher level actions. Assist the commander with administrative matters, to ensure compliance with due dates and requirements. Engage with the local community and support squadron outreach programs to enhance the squadron's image and build a positive relationship with the surrounding community. Other duties as assigned.
Minimum Qualification Requirements: <ol style="list-style-type: none">1. Open to traditional Guardsmen, Military Technicians, Title 32 AGRs, and ANG officers 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: Knowledge of process improvement and project management. Administrative skills required and ability to communicate at all levels in the organization.
Eligibility Requirements: <ol style="list-style-type: none">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 , 202-685-8813 (DSN 325-8813) AGR NCOIC: MSgt Victoria McNamara, Victoria.McNamara@us.af.mil , 202-685-8813 (DSN 325-8813)