



# District of Columbia Air National Guard

## AGR Announcement

### 24-117



<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> 24 April 2024</p>	<p><b>CLOSING DATE:</b> 7 June 2024</p>
<p><b>Position Location:</b> 113<sup>th</sup> Medical Group Joint Base Andrews, MD</p>	<p><b>Position Title:</b> Senior Enlisted Leader  <b>Max Grade:</b> CMSgt (E9) *Pending Controlled Grade availability*  <b>Min Grade:</b> SMSgt (E8)  <b>AFSC:</b> 4A071/4A091/4N071/4N091  <b>Tour:</b> Permanent  *1 Sep 2024 start date*</p> <p><b>Appointment Status</b>  <input checked="" type="checkbox"/> Enlisted    <input type="checkbox"/> Officer</p>	
<p><b>INSTRUCTIONS FOR APPLYING:</b>  This office will <b>NOT</b> accept mailed applications. <b>You must send applications electronically. Failure to submit all required documents as outlined below will result in your application not being considered for employment.</b></p> <p style="text-align: center;"><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 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.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpdc.ngb.army.mil/publications.htm">http://www.ngbpdc.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.

<b>Announcement Number:</b> 24-117
<b>Position:</b> Senior Enlisted Leader
<b>Position Description:</b> The Senior Enlisted Leader (SEL) exercises supervisory personnel management responsibilities for the enlisted force. The SEL also serves as a senior advisor to the Medical Group (MDG) commander and MDG leaders. Advises on selection of candidates for vacancies, development and training opportunities, and reassignments IAW DAFI 36-2110. Ensures alignment of personnel skills and qualifications with mission requirements, Military Equal Opportunity, and diversity objectives. Manages and audits the Unit Manpower Document, prepares manpower change requests for the commander's approval, and updates the Unit Personnel Management Roster. Provides oversight on reenlistment and extension programs; serves as MDG liaison to recruiting office. Develops and explains performance expectations to personnel, provides regular feedback on strengths and weaknesses IAW AFI 36-2406. Holds personnel accountable to standards; also facilitates awards/recognition when appropriate. Mediates and resolves complaints; refers unresolved complaints to higher-level management. Initiates actions to correct performance or conduct problems. Effects disciplinary measures when indicated, supported by appropriate documentation IAW DAFI 36-2907. Administers leave program IAW DAFI 36-3003 for active enlisted members; approves leave schedules to ensure coverage for workload/mission execution; develops contingencies for medical leave. Integrates with full-time Guard Medical Unit (GMU) team, including civilian employees, in accomplishment of federal, state, and local missions. Serves as liaison between full-time GMU and traditional MDG guardsmen. Promotes and helps maintain Wing medical readiness priorities (IAW AFI 10-250 and DODI 6025.19), and facilitates continuous process improvement to improve cost, quality, and efficiency. Ensures personnel are aware of their rights and obligations IAW the Uniformed Services Employment and Reemployment Rights Act, Servicemember's Civil Relief Act, and Employer Support of Guard and Reserve.
<b>Minimum Qualification Requirements:</b> <ol style="list-style-type: none"><li>1. Secret clearance required.</li><li>2. Reference from current supervisor</li></ol>
<b>Eligibility Requirements:</b> <ol style="list-style-type: none"><li>1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.</li><li>2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.</li><li>3. Must meet all eligibility requirements in accordance with ANGI 36-101.</li></ol>
<b>AGR Employment Points of Contact:</b> HR Specialist: SrA Danielle James, <a href="mailto:danielle.james.2@us.af.mil">danielle.james.2@us.af.mil</a> , 202-685-8813 (DSN 325-8813) AGR NCOIC: MSgt Victoria McNamara, <a href="mailto:Victoria.McNamara@us.af.mil">Victoria.McNamara@us.af.mil</a> , 202-685-8813 (DSN 325-8813)