



# District of Columbia Air National Guard

## AGR Announcement

### 24-118



<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> 19 April 2024</p>	<p><b>CLOSING DATE:</b> 19 May 2024</p>
<p><b>Position Location:</b> 201<sup>st</sup> Airlift Squadron Joint Base Andrews, MD</p>	<p><b>Position Title:</b> Senior Enlisted Leader, EMA Flight Attendant  <b>Max Grade:</b> CMSgt (E9) *Pending Controlled Grade availability*  <b>Min Grade:</b> SMSgt (E8) *Promotable*  <b>AFSC:</b> 1A198  <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>AREA OF CONSIDERATION: GROUP III</b></p> <p>All members 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 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.

**Announcement Number:** 24-118

**Position:** Senior Enlisted Leader, EMA Flight Attendant

**Position Description:**

Provide vital leadership and management experience regarding organizing, equipping, training for the squadron and EMA FAs to effectively meet home station and expeditionary mission requirements. Represent the commander, communicating the commander's goals and direction for the command to the enlisted workforce, while simultaneously representing the enlisted personnel's views and play an important role in the continuous improvement of the squadron and EMA FAs. Advise members on personnel policies, programs, ideas, and opportunities pertinent to their well-being, allowing them to focus on performing their mission and enhancing their careers. Report directly to their commanders and keep the chain of command aware and informed of sensitive and current issues whenever appropriate. Remain credible and prevent gaps from growing in critical relationships and spend as much time visiting and communicating with personnel as possible.

Specialize in Executive Airlift operations while performing Flight Attendant aircrew duties on C-40C direct support of U.S. Heads of State and National Command Authorities executing their diplomatic responsibilities to meet national objectives. EMAs perform aircraft visual inspections, in-flight duties, and employ aircraft equipment and information systems to provide the highest level of service, etiquette, and protocol as the direct contact between the USAF and passengers. Ensure access to escape exits brief passengers and are responsible for the orderly and expeditious evacuation of passengers and crew. Provide emergency first aid as needed/required. The direct contact between the USAF and the passenger. Plan all menus and coordinate meals and provide for passenger comfort during aircraft operations.

**Minimum Qualification Requirements:**

1. Minimum age of 21.
2. Must meet physical qualification for aircrew duty according to DAFMAN 48-123, Medical Examinations and Standards, Class III medical standards.
3. Qualification for aviation service according to AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Aviation Boards.
4. Must not have food or food-like aversions that inhibit the safe handling of all food and beverage products to include (but not limited to): all meats, seafood, fruits, vegetables, grains, dairy products, and alcohol.
5. Must not have had a referral EPB within the previous 2 years and EPRs must not contain unfavorable/derogatory comments regarding the airman's personal qualities, conduct, working relations, job knowledge, personal appearance, fitness, or duty performance.
6. Must not have a record of alcohol or drug abuse, control roster actions, Unfavorable Information File (UIF), received an Article 15, any record of UCMJ convictions, or greater than minor civil offenses/violations, within the previous 2 years.

**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: SrA 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)