



# District of Columbia Air National Guard

## AGR Announcement

### 24-121



<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> 25 April 2024</p>	<p><b>CLOSING DATE:</b> 27 May 2024</p>
<p><b>Position Location:</b> 113<sup>th</sup> Wing Joint Base Andrews, MD 20762</p>	<p><b>Position Title:</b> Retention Office Manager  <b>Max Grade:</b> MSgt (E7)  <b>Min Grade:</b> TSgt (E6) *Promotable*  <b>AFSC:</b> 82R00  <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>  <b>Email subject will be in the same format.</b></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> 24-121
<b>Position:</b> Retention Office Manager
<b>Position Description:</b> Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning. Supervise/train traditional guard members who are directly involved in retention programs. Assist R&R SEL in establishing local recruiting and retention production standards based on unit strength requirements. Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds. Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel. Manage office administration and serve as POC for all wing retention activities. Coordinate monthly with the FC and the Unit Manpower Document Monitor to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the FC. Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the R&R SEL. Generate reports to NGB/A1Y through the R&R SEL IAW NGB guidance. Ensure recruiting and retention goals are met as determined by the R&R SEL. Individual FC and ROM goals will be comparable and may include Enlistments, Appointments and Unit Saves. Responsible for inputs and updates to AFRISS-TF website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman. Develop Unit Programs to include, Retention events, briefings, internal recruiting, and advertising, UCA Training. Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program for all new members.
<b>Minimum Qualification Requirements:</b> <ol style="list-style-type: none"><li>1. Secret clearance required.</li><li>2. Must have a minimum of 2 years' experience as a Production Recruiter and 1 year experience as an Advanced Recruiter.</li><li>3. Must have demonstrated the capability of maintaining recruiting production standards. 3. Must possess an overall knowledge of the ANG Recruiting Program.</li><li>4. Must possess knowledge, skill and proficiency in time management and sales techniques.</li><li>5. Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications.</li><li>6. Must be an NCO in the grade of E-6 (Technical Sergeant) promotable or E-7 (Master Sergeant).</li><li>7. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards.</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)