



District of Columbia Air National Guard

AGR Announcement

24-132



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION 113WG.DCANG.APPLICATIONS@US.AF.MIL</p>	<p>OPENING DATE: 31 May 2024</p>	<p>CLOSING DATE: 16 June 2024</p>
<p>Position Location: 113th Wing Joint Base Andrews, 20762</p>	<p>Position Title: Executive Officer Max Grade: Lt Col (O5) *Pending Controlled Grade Availability* Min Grade: Capt (O3) AFSC: Any Tour: Occasional *2 year OTOT*</p> <p>Appointment Status <input type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Officer</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 three OPRs 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.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdcc.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: 24-132
Position: Executive Officer
Position Description: Oversees information management activities for the commander and deputy commander; handles protocol duties as required; implements, directs, and coordinates executive functions, services, and activities; represents the commander in interaction with other agencies of all levels; responsible for unit programs and special projects as directed by the commander; coordinate and manage the scheduling of meetings, appointments, and events for the commander staff; prepares and reviews correspondence, reports, and presentations for command staff; ensures compliance with Department of Defense, Air Force, National Guard, Air National Guard, and District of Columbia regulations, policies, and procedures; develops and implements policies and procedures; manages the quality control of all internal and external office correspondence; attends meetings in support of the Wing Commander and takes sufficient notes to prepare minutes and taskers; coordinates taskers and ensures assigned POC's complete taskers by due date; coordinates and assists on preparing briefings; and assists in coordinating and scheduling appointments and meetings.
Minimum Qualification Requirements: <ol style="list-style-type: none">1. Secret clearance required.2. Air Force Biography3. Letter of interest (max 1 page)4. Must possess the following:<ul style="list-style-type: none">- Excellent communication and interpersonal skills, with the ability to interact effectively with senior officials, subordinates, and external stakeholders.- Strong organizational and time management skills, with the ability to manage multiple tasks and priorities in a fast-paced environment.- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint.- Knowledge of Air Force regulations, policies, and procedures.- Ability to work independently and take initiative in identifying and resolving problems.- Strong leadership and management skills, with the ability to motivate and inspire subordinates.- Ability to travel as required.- Ability to work outside of normal duty hours.
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: SrA 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)