



# District of Columbia Air National Guard

## AGR Announcement

### 25-146



<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> 17 June 2025</p>	<p><b>CLOSING DATE:</b> 15 August 2025</p>
<p><b>Position Location:</b> DCANG Recruiting and Retention Flight Joint Base Andrews, MD 20762</p>	<p><b>Position Title:</b> Recruiting Production Superintendent  <b>Max Grade:</b> MSgt (E7)  <b>Min Grade:</b> MSgt (E7)  <b>AFSC:</b> 3G071  <b>Tour:</b> Permanent</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.</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 myFitness (<i>Per DAFI 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:** 25-146

**Position:** Recruiting Production Superintendent

**Position Description:**

Principal administrator of Production Recruiters activities within the State. Serves as the State-level single point of contact for NGB Recruiting and Retention (R&R) production issues. State-wide manager and Subject-Matter-Expert on all R&R production programs. Advises state/wing/unit/GSU R&R staff and leadership to assist in overcoming recruiting production obstacles and shortfalls. Provides oversight, development and implementation of plans, policies and procedures associated with Production Recruiter activities. Ensures effective operation of state R&R production programs as outlined in applicable instructions and directives. Communicates recruiting goals throughout the military structure within the State. Supervises recruiting production activities. Oversees recruiting production practices and training of subordinate recruiting personnel. Creates Production Superintendent guidance letter within 30 days upon assignment to the position and renews annually within 30 days from the start of an FY. This letter will set operating Standard Operating Production Guide for Recruiters assigned to the State. Provides Production guidance will include:

- a. AFRISS-TF usage guidance
- b. AFRISS-TF guidance for applicant timelines and reviews
- d. Guidance on enlistments
- e. Guidance on fraudulent/erroneous accessions
- f. Outline the number, type, and frequency of contact attempts to refine a lead
- g. Define media visits, engagement, and frequency
- h. Define school program engagement
- i. Define student-centered and influence-centered visits
- j. Outline the frequency of office visits
- k. Outline Recruiter's planned activities and to what extent activities will cross-reference with other documents for verification/audit purposes

Coordinates with Flight Chief to assess the effectiveness of Recruiter office visits, seven mission-critical tasks, training, and safety. Provides written guidance, suspenses to the Flight Chief to correct any deficiencies, and issues guidance to ensure compliance. Production Superintendents will conduct a quarterly production analysis and feedback using KPI metrics. Analyzes and provides production feedback to Flight Chief. Maintains a written yearly production plan designed to address the State End Strength mission requirements. Assists in developing, maintaining and analyzing JAMRS data of assigned areas, to direct production efforts within the State. Ensures all Recruiting training and qualifications are completed and documented via A1Y Training, Standardization and Evaluation branch guidance. Focal point with A1Y Operations Branch on production activities and updates. Supervises the development of the State marketing strategy to address the needs of the local Wing. All other duties as assigned. Must maintain outstanding appearance, military bearing, and high standards of conduct to include no history of disciplinary actions.

**Minimum Qualification Requirements:**

1. Must have SECRET security clearance.
2. Must hold AFSC listed.

**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:**

AGR NCOIC: MSgt Victoria McNamara, [Victoria.McNamara@us.af.mil](mailto:Victoria.McNamara@us.af.mil), 202-685-8813 (DSN 325-8813)