



# District of Columbia Air National Guard

## AGR Announcement

### 25-148



<b>APPLICATION MUST BE FORWARDED TO:</b>  <b>IN ORDER TO RECEIVE CONSIDERATION</b> <b><u><a href="mailto:113WG.DCANG.APPLICATIONS@US.AF.MIL">113WG.DCANG.APPLICATIONS@US.AF.MIL</a></u></b>	<b>OPENING DATE:</b> 27 June 2025	<b>CLOSING DATE:</b> 27 July 2025
	<b>Position Title:</b> Base Training Manager <b>Max Grade:</b> SMSgt (E8) *Pending controlled grade availability* <b>Min Grade:</b> MSgt (E7) <b>AFSC:</b> 3F271 <b>Tour:</b> Permanent <b>*Projected start date 1 Sep 2025*</b>	
	<b>Appointment Status</b> [ X ] Enlisted    [ ] Officer	
	<b>Position Location:</b> 113 <sup>th</sup> Force Support Squadron Joint Base Andrews, MD, 20762	
<b>AREA OF CONSIDERATION: GROUP III</b>  All members eligible for entry into DCANG.		
<b>INSTRUCTIONS FOR APPLYING:</b> This office will <b><u>NOT</u></b> accept mailed applications. <b>You must send applications electronically.</b> <b><u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></b> <b>AGR REQUIRED DOCUMENTS:</b> <ol style="list-style-type: none"><li>1.) NGB 34-1 (<i><b>dated Nov 2013</b></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/EPBs.</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, handwritten scorecards are not accepted</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> <b><i>*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</i></b> <b>Email subject will be in the same format.</b>		
<b>Conditions of Employment:</b> <b>Electronic Funds Transfer:</b> 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.		
<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.		
<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="#">CNGBI 9601.01</a> and <a href="#">ANGI 36-7</a>		



# 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> 25-148
<b>Position:</b> Base Training Manager
<b>Position Description:</b> Plans, directs, controls, and oversees all elements of the Education, Training, and Distance Learning Programs. Ensures Unit Training Managers (UTMs) and Additional Duty Training Managers (ADTM)s are qualified in, and knowledgeable of their responsibilities. Incumbent supports Unit-training programs contributing to mission capability, and administers military training programs for all units serviced by the Force Support Squadron (FSS). Manages programs involving on-the-job-training (OJT), Formal Schools, Professional Military Education (PME), and Ancillary Training. Plans, compiles, and forecasts requirements for formal school training for years out based on retirements and other attrition projections, conversion of weapons systems, etc. Manages Mission Essential Skills Training (MEST) days and dollars. Determines training priorities and requirements in accordance with Air Force objectives and NGB directives. Develops statistical trend analysis on the status of training for the organization serviced. Provides to commanders and coordinate actions. Manage all officer and enlisted classification actions. Reviews initial classification for all newly accessed personnel. Provides education and training advisory services to commanders and staff on all education and training programs. Monitors OJT programs for all assigned units. Advises commanders, unit personnel, and training activities on ways to improve their (OJT) program. Explains goals and objectives; provide instructional methods, and determines training requirements. Analyzes training data for trends, advises the wing commander, and coordinates corrective actions. Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments. Perform other duties as assigned.
<b>Minimum Qualification Requirements:</b> <ol style="list-style-type: none"><li>1. Must hold AFSC listed.</li><li>2. Must have secret security clearance.</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> 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)