



District of Columbia Air National Guard

AGR Announcement

25-149



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION <u>113WG.DCANG.APPLICATIONS@US.AF.MIL</u>	OPENING DATE: 27 June 2025	CLOSING DATE: 11 July 2025
	Position Title: Services Superintendent Max Grade: SMSgt (E8) *Pending controlled grade availability* Min Grade: MSgt (E7) AFSC: 3F171 Tour: Permanent	
	Appointment Status [X] Enlisted [] Officer	
	Position Location: 113 th Force Support Squadron Joint Base Andrews, MD, 20762	
AREA OF CONSIDERATION: GROUP II Current DCANG members.		
INSTRUCTIONS FOR APPLYING: This office will <u>NOT</u> accept mailed applications. You must send applications electronically. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u>		
AGR REQUIRED DOCUMENTS: 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 EPRs/EPBs. 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 myFitness (<i>Per DAFI 36-2905 – current within 12 months, handwritten scorecards are not accepted</i>). 7.) Letter(s) of recommendation (<i>optional</i>). 8.) If missing documents, memo to board president required stating reason why documents are missing.		
*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.		
Conditions of Employment: Electronic Funds Transfer: 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.		
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.		
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. CNGBI 9601.01 and ANGI 36-7		



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: 25-149

Position: Services Superintendent

Position Description:

Directly supervises and manages a team of Services personnel (3F1X1). This includes assigning tasks, providing training, conducting performance evaluations, and mentoring subordinates. Provides leadership and guidance to the Services team, fostering a positive and professional work environment. Advises the Services Officer (or equivalent) on all matters related to Services operations, personnel, and resources. Planning and Organization: Develops and implements plans, policies, and procedures to ensure efficient and effective Services operations. Manages and allocates resources (personnel, equipment, and funding) to support Services programs. Manpower Management: Ensures proper manning levels and skill sets within the Services team. Develops and manages training programs to ensure Services personnel are proficient in their duties. Enforces safety and security procedures to protect personnel and resources. Provides FSRT Oversight and management.

Services Program Oversight:

Food Service: Oversees food service operations, ensuring quality, sanitation, and compliance with regulations. This includes menu planning, food preparation, and dining facility management.

Lodging: Manages lodging facilities, ensuring comfortable and safe accommodations for Air National Guard members and guests.

Fitness and Sports: Oversees fitness and sports programs, promoting physical fitness and morale.

Recreation and Entertainment: Plans and organizes recreational and entertainment activities for Air National Guard members and their families. This could include trips, parties, and other events.

Community Services: Manages community services programs, such as child development centers, youth programs, and family support services.

Mortuary Affairs: May assist with mortuary affairs duties, ensuring dignified and respectful handling of deceased personnel.

NAF (Non-Appropriated Funds) Management: Oversees the management of NAF activities, such as the Air Force Club, golf course, or bowling alley. Ensuring financial accountability and compliance with regulations.

Compliance and Administration:

Policy and Procedures: Ensures compliance with Air Force regulations, policies, and procedures.

Inspections: Prepares for and participates in inspections, such as the Unit Effectiveness Inspection (UEI).

Reporting: Prepares and submits reports on Services operations, personnel, and resources.

Budgeting: Assists with the development and management of the Services budget.

Inventory Management: Manages inventory of equipment and supplies.

Customer Service: Ensures excellent customer service is provided to Air National Guard members and guests.

Contract Management: May be involved in the management of contracts for Services activities.

Specific Air National Guard Considerations:

Readiness: Ensures Services personnel and programs are prepared to support deployments and other contingencies.

Community Relations: May participate in community relations activities, representing the Air National Guard Services program.

State Partnership Program: May support the State Partnership Program by providing Services expertise to partner nations.

Disaster Response: May be involved in disaster response efforts, providing food, shelter, and other support to affected communities.

Skills and Qualifications:

Must possess the following skills and qualifications:

Extensive experience in the Services career field (3F1X1).

Strong leadership and management skills.

Excellent communication and interpersonal skills.

Knowledge of Air Force regulations, policies, and procedures.

Ability to plan, organize, and manage resources effectively.

Ability to work independently and as part of a team.

Ability to solve problems and make decisions.

Ability to adapt to changing priorities.

A strong commitment to customer service.

Completion of required professional military education (PME).

Minimum Qualification Requirements:

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

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, 202-685-8813 (DSN 325-8813)