



# District of Columbia Air National Guard

## AGR Announcement

### 25-155



<b>APPLICATION MUST BE FORWARDED TO:</b>  <b>IN ORDER TO RECEIVE CONSIDERATION</b> <b><u>113WG.DCANG.APPLICATIONS@US.AF.MIL</u></b>	<b>OPENING DATE:</b> 11 July 2025	<b>CLOSING DATE:</b> 11 August 2025
	<b>Position Title:</b> Airfield Management <b>Max Grade:</b> TSgt (E6) <b>Min Grade:</b> SrA (E4) <b>AFSC:</b> 1C7X1 <b>Tour:</b> Permanent	
	<b>Appointment Status</b> [ X ] Enlisted [ ] Officer	
<b>Position Location:</b> 113 <sup>th</sup> Operations 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>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> <b>AGR REQUIRED DOCUMENTS:</b> 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> 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.  <b>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: <i>MVA number, Rank, Last name, First name, Middle Initial</i>. Ex: 20-300 – SSGT DOE, JOHN A</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> 25-155
<b>Position:</b> Airfield Management
<b>Position Description:</b> Monitor and coordinate airfield and aircraft activities. Conduct airfield checks. Processes flight plans and other air traffic related data through the national and international air traffic systems. Provides flight following services and initiates appropriate actions for overdue aircraft. Maintains and processes Notice-to-Airman (NOTAMs). Maintains a record of daily events. Executes Operating Instructions and Quick Reaction Checklists necessary to perform Airfield Management duties and responds to situations requiring immediate action. Provides transient aircrew and aircraft support to include processing Prior Permission Required (PPR) requests; coordinating parking areas; receiving, storing, and issuing classified material; and coordinating aircrew transportation. Provides briefings to base and transient aircrews on relevant airfield operations and restrictions. Maintains the flight planning room equipment, maps, displays and publications. Maintains situational awareness of airfield activities and overall responsibility for Airfield Management (AM) section while on duty. Serves as the representative for the Airfield Manager during emergency response situations and during Airfield Manager's non-duty hours. Assesses airfield operations/situations, determines operational requirements, and imposes airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways, and runways). Briefs AM personnel on emergency and operational activities. Performs daily airfield inspections to ensure a safe operational environment. Evaluates airfield activities to ensure compliance with established policies and directives. Identifies, reports, corrects, or mitigates inspection discrepancies. Coordinates and supervises airfield construction, repair activities, facilities maintenance, and snow removal operations. Coordinates with appropriate agencies, such as air traffic control, civil engineers, security forces and command post, to ensure airfield activities are supported as appropriate. Reviews, interprets, and enforces policies, instructions and directives pertaining to airfield management activities operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include training, certification, and remedial action. Establishes procedures for controlling privately owned vehicles on the airfield. Performs 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)