



District of Columbia Air National Guard

AGR Announcement

25-163



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION <u>113WG.DCANG.APPLICATIONS@US.AF.MIL</u>	OPENING DATE: 1 August 2025	CLOSING DATE: 1 September 2025
	Position Title: Chief Host Aviation Resource Manager Max Grade: SMSgt (E8) *Pending controlled grade availability* Min Grade: MSgt (E7) AFSC: 1C072/1C092 Tour: Permanent	
	Appointment Status [X] Enlisted [] Officer	
	Position Location: 113 th Operations Support Squadron Joint Base Andrews, MD, 20762	
AREA OF CONSIDERATION: GROUP III All members eligible for entry into DCANG.		
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: 25-163

Position: Chief Host Aviation Resource Manager

Position Description:

Supervises and directs all aspects of aviation, parachutist, and missile combat crew operations support within the Aviation Resource Management career field. Oversees functional areas including flight and parachutist duty incentive pay, flight and jump status authorizations, and readiness validation for aircrew, parachutists, and missile combat crew members. Develops, implements, and enforces aviation/parachutist/missile combat crew management policies and procedures. Manages the preparation and validation of aeronautical and military pay orders to ensure compliance and accuracy. Leads the planning and oversight of aircrew flying and ground training schedules, ensuring effective coordination of mission information and planning data. Directs the development and execution of flying schedules, aircraft assignments, and crew utilization strategies. Supervises the preparation of reports and the coordination of aircraft scheduling and training activities with support units including maintenance, communications, armament, intelligence, personnel, and medical. Approves and monitors flight authorizations and ensures aircrew and parachutist compliance with flight/jump requirements and allocated flying hours. Provides expert guidance on aviation resource management systems and serves as a senior technical advisor to leadership. Plans, organizes, and directs aviation resource management operations, establishing priorities and evaluating workload distribution across the 1C0X2 workforce. Assesses performance, work methods, and resource utilization to ensure mission efficiency and effectiveness. Manages personnel development, training, and evaluation programs to maintain high standards and mission readiness. Leads inter-agency coordination efforts, resolving systemic issues, refining procedures, and enhancing collaboration with mission support functions. Ensures compliance with regulatory standards while continuously seeking improvements in operations, personnel management, and functional integration. Performs other duties as assigned.

Minimum Qualification Requirements:

1. Qualification in and possession of AFSC 1C072 with experience in preparing and interpreting aviation and parachutist resource management policies and directives.
2. Must have Secret security clearance.
3. Selected member must be able to achieve the SEI 066 within 1 year of selection, pending course availability.

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)