



# District of Columbia Air National Guard

## AGR Announcement

### 25-164



<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> 6 August 2025	<b>CLOSING DATE:</b> 20 August 2025
	<b>Position Title:</b> State Partnership Program Coordinator <b>Max Grade:</b> MSgt (E7) <b>Min Grade:</b> TSgt (E6) <b>AFSC:</b> Any <b>Tour:</b> Occasional, 2 year tour	
	<b>Appointment Status</b> [ X ] Enlisted [ ] Officer	
	<b>AREA OF CONSIDERATION: GROUP II</b>  Current DCANG members.	
<b>Position Location:</b> Joint Force Headquarters 2001 E Capitol St SE Washington D.C., 20003		
<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> 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: 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.		
<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 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.

**Announcement Number:** 25-164

**Position:** State Partnership Program Coordinator

**Position Description:**

The incumbent maintains continual liaison with the partner countries through the Bilateral Affairs Officer (when provided) and the Defense Attaché Office stationed in the embassy of each partner nation. The partner nations participate in visits in which the host state is the organization of primary responsibility (OPR). Membership in the visiting delegations may consist of both military and civilian authorities from the partner nations. Visiting delegations often consist of military personnel of the highest rank as well as civil authorities of cabinet level equivalency. Incumbent is responsible for the execution of the event from start to finish. Coordinates and executes visits to the partner nation by military members and civilian personnel. Coordinates with the U.S. State Department, Department of Defense (DoD), NGB, Combatant Commanders, embassy staff of both the U.S. and partner nation, and U.S. Transportation Command when military air is utilized for all aspects of the event. Responsible for coordination of the preparation of all country clearance messages, event travel, and support requirements, to include the number of people traveling, dates, air/ground transportation, meals, and hotels. Incumbent serves as the point of contact for scheduled training/educational activities throughout the state for multiple annual events with the partner countries. Ensures U.S. personnel deploying to partnership countries receive proper security and customs orientation briefings. Provides feedback to the Joint Chiefs of Staff personnel on trends, issues, and state concerns regarding partnership country when determined necessary. Oversee and provide strategic guidance for the development of each SPP event as it pertains to accomplishing the objectives of the plan. Ensure that each specific event whether created by SPP or another organization is relative to the five-year plan and builds partnership capacity of the partner nations. Coordinate all logistical, administrative, and transportation requirements for each event both in state and country. All logistical, administrative, and transportation arrangements are coordinated for the executors of the event so that minimal impact is felt by the team performing the duties. Submit all requests for orders (RFO's) in a timely manner and ensure all travel and pay vouchers are submitted within five days of event completion. Furthermore, provide a briefing on expectations, rules and regulations, and cultural awareness to each member of the event team prior to departure when practical. Collect, analyze, and report all AAR's and trip reports for continuous improvement. Adapt event to the specific requests of the partner nation and the contemporary operating environment (COE). All AAR's and trip reports are collected, categorized, stored and analyzed to continuously improve reoccurring events and assist in developing the campaign plan. Exhibit flexibility and adaptability to react quickly to changes in events based on the COE of the partner nations geopolitical climate and contingency operation in support of the International Security Assistance Force (ISAF). Attends NGB SPP, COCOM Scheduling Conference and State/Federal Government meetings as the director and The Adjutant General's representative. Accepts/approves and commits the state, within the framework of the campaign plan and based on higher authority guidance. May coordinate humanitarian support activities to provide various supplies/services from other outside organizations to be sent to partner or other countries. Maintains constant communication with the partner country through the State National Guard Liaison Officer, COCOM staff, or other such teams or individuals, as well as the Defense Attaché Office stationed at the embassy of the partner nation. Coordinate all events with state Public Affairs Officers. Initiate a multimedia campaign to promote the involvement of the state with the State Partnership Program. Work in partnership with the PAO to enhance the public perception and awareness of US efforts to build partnership capacity. May be subject to inspection/evaluation by COCOM or NGB. Incumbent must be comfortable working with senior leaders on a daily basis and be prepared to work in delicate diplomatic situations. Performs other duties as assigned.

**Minimum Qualification Requirements:**

1. Must be current DCANG member.
2. Must have Secret security clearance.
3. Must be eligible for or currently possess a government travel charge card (GTCC) and official (red) passport.

**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)