



District of Columbia Air National Guard

AGR Announcement

25-180



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION <u>113WG.DCANG.APPLICATIONS@US.AF.MIL</u>	OPENING DATE: 7 October 2025	CLOSING DATE: 21 November 2025
	Position Title: Recruiting and Retention Flight Administration Max Grade: TSgt (E6) Min Grade: SrA (E4) AFSC: 3F0X1/3F5X1 Tour: Occasional, 3 year tour	
	Appointment Status [X] Enlisted [] Officer	
	Position Location: DCANG Recruiting and Retention Flight Joint Base Andrews, MD 20762	
AREA OF CONSIDERATION: GROUP III All members eligible for entry into DCANG.		
INSTRUCTIONS FOR APPLYING: This office will NOT 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 or OPRs/OPBs. 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 of Introduction 8.) Letter(s) of recommendation (<i>optional</i>). 9.) If missing documents, memo to board president required stating reason why documents are missing. <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> 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: 25-180

Position: Recruiting and Retention Flight Administration

Position Description:

Reports directly to Recruiting and Retention Senior Enlisted Leader. Conducts all accessions administration functions within the Recruiting and Retention scope of responsibilities. Provides updates to SEL and Recruiting Commander on all trends and issues in regards to the applicant administrative accession process. Communications closely with Wing FSS to ensure all accession actions are completed for enlisted and officer applicants. Assists Recruiting and Retention team with applicant and retention administration functions. Conducts all accessions administration functions within the Recruiting and Retention scope of responsibilities. Reports directly to the Recruiting and Retention Senior Enlisted Leader. Provides updates to SEL and Recruiting Commander/OIC on all trends and issues regarding the applicant administrative accession process. Communicates closely with Wing FSS to ensure all accession actions are completed for enlisted and officer applicants. Performs other clerical and administrative work in support of the office/organization. This can include retention specific clerical programs. Admin may assist with records keeping/audit, data metrics, and facilitate enrollment into local education/incentive programs. Works closely with local Force Support Squadron on all accession administration functions. Manages and update the Vacancy Management Tool. Manages and updates Talent Market Place to fill vacant positions. Assists with new member in-processing to include filing NOBE, Kicker, IEW's. In addition to supporting the Retention Office Manager with the CMP program and UCA programs. Manages State to State transfers, in coordination with the Retention Office Manager for incentives and Recruiting Medical Accession NCO. In addition to the gaining Force Support Squadron. All other duties as assigned and reports directly to the Recruiting Senior Enlisted Leader. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Performs other duties as assigned.

Minimum Qualification Requirements:

1. Must have a Secret security clearance.
2. Must hold AFSC listed.
3. Must be knowledgeable of the organization, mission, and operations of the ANG.
4. Comply with military duty eligibility requirements IAW ANGI 36-101.
5. Possess a valid state driver's license.
6. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant).
7. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
8. Must be able to speak clearly and communicate effectively.
9. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.

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)