



District of Columbia Air National Guard

AGR Announcement

26-101



APPLICATION MUST BE FORWARDED TO:

IN ORDER TO RECEIVE CONSIDERATION
113WG.DCANG.APPLICATIONS@US.AF.MIL

OPENING DATE:
13 January 2026

CLOSING DATE:
26 January 2026

Position Title: Recruiting Training and Evaluation

NCO

Max Grade: MSgt (E7)

Min Grade: TSgt (E6)

AFSC: 3G051/3G071

Tour: Permanent

Appointment Status

[X] Enlisted [] Officer

Position Location:

DCANG Recruiting and Retention Flight
Joint Base Andrews, MD 20762

AREA OF CONSIDERATION: GROUP II

Current DCANG members.

INSTRUCTIONS FOR APPLYING:

This office will **NOT** accept mailed applications. You must send applications electronically. **Failure to submit all required documents as outlined below will result in your application not being considered for employment.**

AGR REQUIRED DOCUMENTS:

- 1.) NGB 34-1 (**dated Nov 2013**) Application for AGR Position. <https://www.ngbpmc.ng.mil/Forms/NGB-Form/>
- 2.) Copies of last three EPRs/EPBs or OPRs/OPBs.
- 3.) Resume (*any format*).
- 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 (*must be dated within 60 days*).. If clearance is expired, you must obtain security memo from the Wing security manager.
- 6.) Current Fitness Test from myFitness (*Per DAFI 36-2905 – current within 12 months, handwritten scorecards are not accepted*).
- 7.) Letter(s) of recommendation (*optional*).
- 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 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: 26-101

Position: Recruiting Training and Evaluation NCO

Position Description:

Serve as primary trainer for sustainment and remedial training for assigned team members as needed to maintain skills and prevent poor performance. Conduct New PR orientations and training as required. Maintain State Master Training Plan. Monitors usage of Management Internal Control Tool set (MICT) checklist. Ensures compliance with annual completion requirements IAW AFI 90-201. Maintain checklist questions to ensure accuracy and correct instruction references are included. Manages, reviews, and updates task information for the ANG Recruiting and Retention Job Qualification Standards (JQS). Advises R&R Leaders on important updates to Air Force Training Record (AFTR). Conducts training via phone, web, and face to face for JQS and AFTR, as necessary. Assists with scheduling, plans, coordination, logistics and curriculum for the Annual Recruiting and Retention Certification Training, Leadership and Development courses, and R&R Working Groups. Conduct quarterly and annual State training. Works with Support Functions, FC, and ROM to ensure hands on scenario based evaluations align with R&R procedures and the R&R experience levels. Ensures curriculum and lesson plans are written and updated to meet the needs of the Recruiting & Retention community. Conducts RR Flt/Sq instruction. Manages the IMPACT Sales system and training and follow-on training to State R&R teams in coordination with current licensed contractor. Assists with development of R&R assessment tools to help identify the strengths of R&R leaders and recruiters with guidance on how to screen, select and coach them to success. Works with R&R Leaders to administer production evaluations (PE) as needed. Provide a get well plan for PR's whose PE is seen as unsatisfactory. Conduct annual PE's for all PR's to set a baseline for each FY. Coordinate with NGB/A1YT on training activities directly related to the ANG recruiting efforts. Must complete 8R Training and Evaluation course, and Train the Trainer course upon selection. Reports directly to the Recruiting Production Superintendent. Performs all other duties as assigned. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.

Minimum Qualification Requirements:

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Possess a valid state driver's license.
4. Be in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
5. 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.
6. Must be able to speak clearly and communicate effectively.
7. 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.
8. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications.
9. Completion of the applicable TENCO training programs within one year of assignment is mandatory.
10. Must have Secret security clearance.
11. Must hold AFSC listed.
12. Must be current DCANG member.

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)