



# District of Columbia Air National Guard

## AGR Announcement

### 26-116



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b>  <a href="mailto:I13WG.DCANG.APPLICATIONS@US.AF.MIL">I13WG.DCANG.APPLICATIONS@US.AF.MIL</a></p>	<p><b>OPENING DATE:</b> 18 February 26</p>	<p><b>CLOSING DATE:</b> 2 March 26</p>
<p><b>Position Location:</b> 113<sup>th</sup> Wing Joint Base Andrews, MD 20762</p>	<p><b>Position Title:</b> Wing Attorney Advisor  <b>Max Grade:</b> Lt Col (O5)  <b>Min Grade:</b> Maj (O4)  <b>AFSC:</b> 51JX  <b>Tour:</b> Permanent</p> <p><b>Appointment Status</b>  <input type="checkbox"/> Enlisted    <input checked="" type="checkbox"/> Officer</p>	
<p><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></p>		
<p style="text-align: center;"><b>AGR REQUIRED DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>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></li> <li>2.) Copies of last three EPRs/EPBs or OPRs/OPBs.</li> <li>3.) Resume (<i>any format</i>).</li> <li>4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).</li> <li>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.</li> <li>6.) Current Fitness Test from myFitness (<i>Per DAFI 36-2905 – current within 12 months, handwritten scorecards are not accepted</i>).</li> <li>7.) Letter(s) of recommendation (<i>optional</i>).</li> <li>8.) If missing documents, memo to board president required stating reason why documents are missing.</li> </ol> <p><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>  <b>Email subject will be in the same format.</b></p>		
<p><b>Conditions of Employment:</b>  <u>Electronic Funds Transfer:</u> 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.</p>		
<p><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.</p>		
<p><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></p>		



# 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:** 26-116

**Position:** Wing Attorney Advisor

**Position Description:**

This position is located at the 113th Wing Headquarters, Office of the Staff Judge Advocate (SJA). The primary purpose of the position is to serve as the sole full-time professional legal advisor to the dual-hatted Deputy Commanding General - Air & 113th Wing Commander, the Commander of the DCANG, with responsibility over the National Capital Region (NCR) Aerospace Control Alert (ACA) mission and the Very Important Person Special Airlift Mission (VIPSAM). This position also serves all subordinate Commanders in the DCANG.

Advises Commanders and staff on interpretation of federal statutes and regulations, ensures that legal advice, consultation, and collaboration is furnished in a timely manner. Advises senior leadership of the alternatives and possible solutions which are legally permissible or desirable. Prepares, researches, and issues oral and written legal opinions and legal advice with regard to a wide variety of laws, regulations, instructions, directives and policies in the area of Administrative Law, including but not limited to: Freedom of Information Act, Privacy Act, reports of survey, financial liability investigation determinations, constitutions and by-laws of private organizations, formal and informal investigations and commander's inquiries, legal sufficiency reviews, collateral investigations, Congressional Inquiries, Inspector General investigations, Equal Opportunity/Equal Employment Opportunity (EO/EEO) investigations, fiscal law, contract law, unfavorable personnel actions, standards of conduct, family advocacy, and public relations. Conducts training for commanders, Airmen, and other personnel as necessary on a variety of administrative and operational areas. Prepares legal opinions that involve complex and factual issues that often have far-reaching impact on the government. Assesses and evaluates, for legal compliance and sufficiency, local policies and practices, proposed ANG command and staff actions and decisions, official conduct and authority, commercial transactions, draft documents and publications, investigations, responses to inquiries, public statements, plans, and initiatives. Researches, analyzes, and interprets federal, state, and local law, administrative decisions, case law, and legal opinions, as well as Department of War (DoW) instructions and regulations, Air Force instructions and guidance, National Guard, Air National Guard, and state specific instructions and guidance. Performs additional duties as assigned.

**Minimum Qualification Requirements:**

1. Must have a Secret security clearance.
2. Must hold AFSC listed.
3. Must be current DCANG AGR 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](mailto:Victoria.McNamara@us.af.mil), 202-685-8813 (DSN 325-8813)