

District of Columbia Air National Guard

AGR Announcement

26-126



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION H13WG.DCANG.APPLICATIONS@US.AF.MIL	OPENING DATE: 17 March 2026	CLOSING DATE: 7 April 2026
	Position Title: Unit Deployment Manager Max Grade: MSgt (E7) Min Grade: TSgt (E6) *Promotable* AFSC: 8U000 Tour: Permanent	
Position Location: 113 th Maintenance Operations Flight Joint Base Andrews, MD 20762	Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer	
	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. 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 (<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(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: <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.		
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: 26-126
Position: Unit Deployment Manager
<p>Position Description:</p> <p>Provides the organization commander a deployable force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the deployment readiness of military members, and assigned deployment equipment. Prepares organization personnel and cargo to deploy in support of mission requirements. Exercises the necessary leadership to provide and sustain a mission-ready capability for the organization commander. Advises the organization commander on readiness status. Assists the commander in preparation and execution of unit deployments. Works with supervisory personnel to ensure individual readiness is maintained. Ensures readiness standards for deployment are met by all organization personnel. Provides leadership and guidance to supervisors and members enabling them to maintain the highest level of readiness. Coordinates resolution of complex readiness problems related to deployment activities with appropriate base agencies. Maintains liaison with the Installation Deployment Readiness Cell to ensure squadron readiness and awareness of current deployment operations. Ensures personnel training and cargo readiness is provided. Coordinates deployment in-processing actions of newly assigned personnel to ensure members are assigned to the correct AEF Band, added to the Aerospace Reporting Tool (ART) database, and their Air Force Deployment Folders are created. Creates and manages the unit deployment folder program through a proactive inspection program. Manages and tracks passport and visa requests for members deploying OCONUS IAW the DoD Foreign Clearance Guide. Manages organization micropurchase program for deployment equipment orders IAW applicable reporting instructions. Schedules deployment and readiness training IAW requirements identified in applicable reporting instructions and published Air Force Instructions. Manages small arms training requirements. Uses Logistics Module (LOGMOD) to develop and maintain unit type codes (UTCs) for which their organization is a pilot unit. Ensures equipment meets Mission Capability Statement requirements, are error free, and coordinates with the Installation Deployment Readiness Cell for submission to MAJCOM for approval and inclusion in AF planning documents. Validates UTCs biennially, or more often as required, to ensure organization is capable of meeting wartime requirements. Manages and maintains organization AEF UTC Reporting Tool (ART) inputs and status updates for assigned military members. Reviews and validates information contained within Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability statements (DOC), Mission Essential Task Lists (METLs), and LOGMOD Deployment Requirements Manning Document (DRMD). Advises commander when matters impacting deployment readiness arise. Tracks and verifies organization personnel medical status in regards to deployment readiness. Coordinates transportation requirements with the Installation Deployment Readiness Cell. Processes organization commander shortfalls and reclama requests through prescribed AF systems. Processes notional, contingency, exercise, deployment, and rotational taskings to ensure the appropriate individual or cargo asset is deployed in support of warfighter requirements. Pare and tailors equipment UTCs upon MAJCOM approval to ensure the proper capability is deployed to support the warfighter. Supervises Cargo Increment Monitors to ensure cargo is properly maintained at a feasible state of readiness, prepared for shipment, and accountability has been maintained. Performs all necessary actions to ensure military members are reintegrated into non-combat orientated environments as directed by AF policies. Briefs organization leadership and personnel on deployment readiness matters. Performs other duties as assigned.</p>
<p>Minimum Qualification Requirements:</p> <ol style="list-style-type: none"> 1. Must have a Secret security clearance. 2. Must hold AFSC listed.
<p>Eligibility Requirements:</p> <ol style="list-style-type: none"> 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)