

# District of Columbia Air National Guard

## AGR Announcement

### 26-153



<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>	<b>OPENING DATE:</b> 2 June 2026	<b>CLOSING DATE:</b> 6 July 2026
	<b>Position Title:</b> Installation Personnel Readiness <b>Max Grade:</b> SMSgt (E8) *pending controlled grade availability* <b>Min Grade:</b> MSgt (E7) <b>AFSC:</b> 3F071/3F091 <b>Tour:</b> Permanent	
	<b>Appointment Status</b> <input checked="" type="checkbox"/> <b>Enlisted</b> <input type="checkbox"/> <b>Officer</b>	
<b>Position Location:</b> 113 <sup>th</sup> Force Support Squadron Joint Base Andrews, MD 20762	<b>AREA OF CONSIDERATION: GROUP III</b>  All members eligible for entry into DCANG.	
<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>		
<b>AGR REQUIRED DOCUMENTS:</b>		
1.) NGB 34-1 ( <i>dated Nov 2013</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 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.		
<p><b>*All documents must be consolidated into a single pdf file. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A</b></p> <p>Email subject will be in the same format.</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.		
<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.

<b>Announcement Number:</b> 26-153
<b>Position:</b> Installation Personnel Readiness
<p><b>Position Description:</b> Serves as the installation subject-matter expert for personnel accountability and readiness operations. Manages and monitors personnel accountability systems (e.g., DCAPEs, AFPAAS, or other HHQ-directed systems). Consolidates, validates, and submits personnel status and accountability reports to Wing leadership and HHQ agencies. Develops, maintains, and executes the Installation Personnel Readiness Program in accordance with DAFI/ANGI guidance. Coordinates with commanders, Chiefs, CSSs, UDMs, and installation agencies to ensure readiness alignment. Plans, supports, and evaluates personnel readiness during exercises, inspections, drills, and real-world events. Provides training and guidance to unit personnel on readiness processes, reporting procedures, and system usage. Advises commanders and senior leaders on personnel readiness posture, risks, and mitigation strategies. Maintains readiness continuity books, SOPs, recall rosters, and documentation. Supports emergency management, contingency response, and continuity of operations requirements. Performs other duties as assigned.</p>
<p><b>Minimum Qualification Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Must have a Secret security clearance.</li> <li>2. Must hold AFSC listed.</li> <li>3. Experience in military personnel programs, readiness, or force management.</li> <li>4. Knowledge of personnel accountability and readiness processes.</li> <li>5. Ability to analyze data, manage multiple suspenses, and meet time-sensitive reporting requirements.</li> <li>6. Strong written and verbal communication skills.</li> <li>7. Experience with DCAPEs, AFPAAS, or similar personnel readiness systems.</li> <li>8. Experience supporting exercises, inspections, or contingency operations.</li> <li>9. Familiarity with ANG and Joint operations.</li> </ol>
<p><b>Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.</li> <li>2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.</li> <li>3. Must meet all eligibility requirements in accordance with ANGI 36-101.</li> </ol>
<p><b>AGR Employment Points of Contact:</b> AGR NCOIC: MSgt Victoria McNamara, <a href="mailto:Victoria.McNamara@us.af.mil">Victoria.McNamara@us.af.mil</a>, via TEAMS (730) 323-7028</p>