



District of Columbia Air National Guard

AGR Announcement

19-312



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p>	<p>OPENING DATE: 6 November 2018</p>	<p>CLOSING DATE: 20 November 2018</p>
	<p>Position Title: Admin Support Tech (OA) Max Grade: MSGT (E-7) Min Grade: TSGT (E-6) Promotable AFSC: 3F051/3F071, 3F551/3F571</p>	
	<p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p>	
<p>Position Location: 113th Aircraft Maintenance Squadron Joint Base Andrews, MD 20762</p>	<p>AREA OF CONSIDERATION: GROUP I Current On Board AGR members of the DCANG</p>	

INSTRUCTION FOR APPLYING: Re-Advertisement of MVA 19-304. Applicants under 19-304 will automatically be considered for this new MVA 19-312.

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. <http://www.ngbpdcc.ngb.army.mil/forms.htm>
- 2.) Copies of the last five OPRs (*Officers only*).
- 3.) Resume (*any format*).
- 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).
- 5.) Individual Personnel (RIP) from vMPF only (*must be dated within 60 days*).
- 6.) Current Fitness Test from AFFMS II (*Per AFI 36-2905 – current within 12 months*).
- 7.) Security Clearance verification memorandum (*Do not submit a JPAS print out*).
- 8.) Letter(s) of recommendation (*optional*).

***All documents must be consolidated into a single pdf. File. DO NOT put in PDF Portfolio format. Send applications in the following format: MVA number, Rank, last name, First name, Middle Initial. Ex: 18-100 – SSGT DOE, JOHN A**
***Any documents with SSN must have the SSN redacted (Blacked-out).**

Conditions of Employment:
National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.
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.
http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7
<http://www.ngbpdcc.ngb.army.mil/publications.htm>



The District of Columbia Air National Guard



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: 19-312

Position: Admin Support Tech (OA)

Brief Description of Duties: The incumbent provides professional administrative assistant and general support to the commander. Serves as confidential assistant to the commander regarding sensitive and human resource issues. Responsible for assisting the commander with the organization, direction and management of schedules, appointments, and coordinates the logistical arrangements of meetings, conferences, speaking engagements, without prior clearance, based upon personal knowledge of supervisor's workload and current issues of importance. Arrangements include: travel, hotels, meals, materials, attendance list invitations and responses. Will perform variety of administrative and clerical duties. An administrative assistant is responsible for (a) processing, routing, controlling, expediting and reviewing high level staff papers; (b) performing secretarial duties, and (c) performing other duties required in the functioning of the office. Reviews, reads and acts on a variety of incoming material such as correspondence signed by general and flag officers, exclusive messages, and other correspondence addressed to the commander. Drafts replies to general inquiries not requiring a technical knowledge of the program; determines items of importance to supervisors of subordinate echelons and refers them as appropriate; establishes controls and follow-up as necessary. Reviews correspondence prepared by the staff and other directors for signature of superior. Reviews materials for clarity (other than technical content), completeness, grammar, spelling, adherence to procedures (which vary according to subject, type, destination, classification, etc.) and enclosures. Establishes and maintains process for those requiring the signature of the wing commander and vice commander. Receives a high volume of telephone calls from numerous military and civilian offices and visits from high ranking officials. Sets up and maintains files for the office, being responsible for consolidation, integration, and disposition of records as prescribed by regulation or to suit the needs of the office. Determines the need for temporary or special files based on superior's interests. Perform other duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.

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 MDG.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: SSgt Shailah Florvil, Shailah.Florvil.mil@mail.mil /202-685-8813 (DSN 325-8813)

AGR Manager: SMSgt Adrienne Wilson, Adrienne.L.Wilson.mil@mail.mil /202-685-9925 (DSN 325-9925)