



# District of Columbia Air National Guard

## AGR Announcement

### 19-353



	<b>OPENING DATE:</b> 11 April 2019	<b>CLOSING DATE:</b> 12 May 2019
<p style="background-color: yellow;"><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p style="background-color: yellow;"><b>IN ORDER TO RECEIVE CONSIDERATION</b> <a href="mailto:NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL">NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</a></p>	<p><b>Position Title:</b> Operations Support Squadron Commander</p> <p><b>Max Grade:</b> Lt Col (O5)</p> <p><b>Min Grade:</b> Maj (O4) Promotable</p> <p><b>AFSC:</b> 11F/11M/14N</p> <p><b>*Control Grade Available*</b></p> <p><b>Appointment Status</b> [ ] Enlisted [ X ] Officer</p>	
<p><b>Position Location:</b> 113th Operations Support Squadron Joint Base Andrews, MD</p>	<p><b>AREA OF CONSIDERATION:</b> <b>GROUP III</b> All individuals eligible for entry into the DCANG</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><b>AGR REQUIRED DOCUMENTS:</b></p>		
<ol style="list-style-type: none"> <li>1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. <a href="https://www.ngbpdc.ngb.army.mil/ngbforms/">https://www.ngbpdc.ngb.army.mil/ngbforms/</a></li> <li>2.) Copies of the last five OPRs (<i>Officers only</i>).</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 AFFMS II (<i>Per AFI 36-2905 – current within 12 months</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: 19-300 – SSGT DOE, JOHN A</b> Email subject will be in the same format.</p>		
<p><b>Conditions of Employment:</b></p> <p><u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.</p> <p><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 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="http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpdc.ngb.army.mil/publications.htm">http://www.ngbpdc.ngb.army.mil/publications.htm</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:** 19-353

**Position:** Operations Support Squadron Commander

**Brief Description of Duties:** The squadron commander is a position of prominence and the commander is responsible 24/7 for the unit's mission, the unit's operational readiness and the care of its people and their families. Furthermore, the commander is responsible to the organization and to the group commander for ensuring that the organization objectives, policies, directives and Air Force instructions are effectively executed within their squadron. The squadron commander will establish plans, policies and procedures necessary to the fulfillment of the mission, which are not in conflict with the directives of higher headquarters. The commander will keep informed of the accomplishments, problems and degree of compliance with regulations and other directives through personal observations, inspections, reports and staff meetings. The commander will comply with all policies, regulations, and directives of higher headquarters and require the same compliance by all members of the squadron. The commander will ensure safety of unit personnel and equipment in accordance with directives and policy guidance. The commander will ensure an effective safety awareness, education and inspection program within the unit. The commander will select personnel to fill authorized staff positions and remove or eliminate from staff positions those members deemed unqualified or otherwise unsuitable to continue in their position in accordance with applicable instructions. The commander will establish policies and procedures to ensure an effective squadron recruiting and retention program. The commander will coordinate the activities of staff officers to prevent overlapping of functions and resolve conflicts. The commander will ensure that squadron property and funds are properly safeguarded and accounted for. The commander will initiate requests for promotion of squadron members. The commander will ensure proper wear of the uniform and that violations are promptly corrected. The commander will ensure that complaints and grievances are resolved fairly, impartially and promptly. The commander will initiate recommendations for awards and decorations for squadron members. The commander is responsible for organization actions affecting their squadron (position assignments, recalls, additional duties, rating schemes, etc.) The commander will promote esprit de corps, organizational trust and uphold the operating principles of the Operations Group. The commander may be required to fly in military or commercial aircraft and work uncommon hours on short notice. Performs supervisory duties. Performs other duties as required.

**Qualifications:**

1. Must be able to retain a TOP SECRET security clearance.
2. Must Be AFSC Qualified. AFSC: 11F/11M/14N

**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:**

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

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