



# District of Columbia Air National Guard

## AGR Announcement

### 19-409



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><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>OPENING DATE:</b> 18 September 2019</p>	<p><b>CLOSING DATE:</b> 20 October 2019</p>
<p><b>Position Location:</b> 113th Logistics Readiness Squadron Joint Base Andrews, MD</p>	<p><b>Position Title:</b> Logistics Readiness Officer  <b>Max Grade:</b> Maj (O4)  <b>Min Grade:</b> Capt (O3)  <b>Must be AFSC:</b> 21R3</p> <p><b>Appointment Status</b>  <input type="checkbox"/> Enlisted    <input checked="" type="checkbox"/> Officer</p>	
<p><b>REMARKS:</b></p>		
<p><b>“This Officer AGR authorization will remain with the Logistics Readiness Officer position and may not be taken with the member to another position.”</b></p>		
<p><b>INSTRUCTIONS FOR APPLYING:</b></p>		
<p>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>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><b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.</p>		
<p><b>Electronic Funds Transfer:</b> 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:** 19-409

**Position:** Logistics Readiness Officer

**Brief Description of Duties:** Responsible for overall program management, direction, and control of wing logistics planning. The primary purpose of this position is to manage, direct, develop and implement policy programs and procedures for the accurate management of Wing Logistics planning. Serves as the Logistics Officer/Specialist and provides administrative and technical oversight to a lower-graded specialist. Responsible for fully prepared, assigned unit personnel and equipment for Aerospace Expeditionary Force/Wing (AEF/AEW) Operations around the world.

Manages, directs, and implements the local formulation and publication of installation deployment guidance based on regulations, manuals, instructions, and directives issued by higher headquarters. Serves as the Wing Deployment Officer (WDO), and acts for the Commander, regarding actions required to deploy in support of Aerospace Expeditionary Forces (AEF), contingency operations, Operations Other Than War (OOTW), and exercises. Reviews USAF, NGB, and MAJCOM deployment procedures to analyze the impact and, if necessary, provide modifications to procedures for the wing and subordinate units. Establishes deployment policy and sets procedures for the integrated efforts of aircraft maintenance, supply, transportation, civil engineering, operations, and supported units for mission essential deployment operations and logistics war planning. Ensures that units meet pre-execution and command and control requirements for deployments. Analyzes time-phased force deployment requirements to develop plan annexes and schedules for inclusion in the execution phase of wing deployments. Plans and controls the movement of personnel and equipment during simulated and actual deployments and exercises.

Identifies all required deployment/redeployment support with the Tanker Airlift Control Center (TACC) and Air Combat Command (ACC) regarding the transportation of equipment and personnel. Determines the type and number of aircraft required for mission deployment/redeployment. Validates load plans, priority shipments, and customs clearance requirements. Ensures that all unit personnel and equipment are properly identified and prepared for deployment/redeployment. Assists the Wing Commander and MAJCOM in determining the type, number or quantity of troops and equipment available for tasking; and schedules, through correspondence, with headquarters (i.e., ACC, AMC, NGB, ANGRC, and Numbered Air Forces to accomplish specific mission requirements.

Plans, develops, directs, and conducts deployment training for the wing and subordinate units. Develops and schedules training courses and approves lesson plans developed by functional areas. Develops and schedules manpower and workload requirements for the organization deployment work centers and ensures they are fully staffed and trained.

Assists subordinate units by providing guidance and conducting staff assistance visits to identify, correct, and assist with deployment problems. Assesses deployment capabilities with unit commanders to ensure that required deployment training is being conducted. Briefs the Wing Commander, Vice Commander and Unit Commanders on deployment training programs and requirements.

Reviews Operation Plans (OPLANS), Concept Plans (CONPLANS), Concept of Operations (CONOP); and USAF Special Operations, Exercise, and Exercise Order plans received from and directed by higher headquarters (or locally generated) to determine overall wing and subordinate unit tasking. Analyzes Wartime

Aircraft Activity (WAA) tasking; determines availability of tasked personnel and equipment for tasking; and manages the War Reserve Material (WRM) assets at home station and deployed locations. Prepares appraisals of tasking to include short falls, limiting factors (LIMFACs), and problems. Compiles and submits to higher headquarters, formal supportability/feasibility studies of units' capabilities in meeting tasking. Develops programming plans; base support plans; survival, recovery, and reconstitution plans; and accomplishes joint support planning. Publishes base level annexes to OPLANS, CONPLANS, CONOP; and USAF special operations, exercise, and exercise orders plans.

Manages the wing support agreement program for the Commander. As the wing's focal point, negotiates, writes, coordinates, and monitors Inter/Intra Service Support agreements; memorandums of understanding/agreement; disposal and contingency agreements; and exercise and deployment agreements. Ensures reimbursements are identified to the Financial Management Board (FMB). These agreements are between host base units; tenant units; and a variety of other military services, civil airport authorities, and DOD/NON-DOD agencies located on base, in the vicinity, or at overseas planned wartime host bases and nations. Resolves disagreements at the local level and ensures resolution when disagreements require higher headquarters' involvement; and makes final review for regulatory compliance and accuracy of support to finalize the agreements process. Conducts training of unit/functional area agreement coordinators as required. Serves as the Wing Defense Retail Interservice Support (DRIS) coordinator.

Acts as the wing focal point for WRM programs and serves as the War Reserve Material Officer (WRMO). Receives annual budgets and accomplishes surveillance inspections for War Consumable Distribution Objective (WCDO) programs. Accomplishes annual budget duties to ensure funds are available for stocking all WRM assets. Determines and establishes training requirements for WRM monitors. Conducts WRM review boards as required. Ensures that all deployed assets are properly accounted for, controlled, and reported. Reviews and analyzes overseas/CONUS Prepositioning Procurement Program (PPP) for effect on unit contingency requirements and pares/tailors unit deployment packages to ensure efficient airlift utilization and scheduling.

Manages and directs the overall implementation of automated systems such as the Integrated Deployment System (IDS)/Automated Mobility Data Systems wing-level deployment process for both peacetime and contingency/wartime operations. IDS encompasses Logistics Plans Logistics Module of the Contingency Operations/Mobility Planning and Executive System (COMPES) (LOGMOD-B), Manpower and Personnel base-level module of COMPES (MANPER-B), Computer Aided Load Manifesting (CALM), Transportation Cargo Movement Operations System (CMOS), and the unit level Deployment Management System (DeMS). As the program manager, determines deployment data processing requirements, establishes system/program responsibilities, and develops procedures for implementation and interface of COMPES Logistics Module Base-Level (LOGMOD-B), COMPES Manpower Module Base-level (MANPER-B), CALM, and Cargo Movement Operations System (CMOS). Directs the maintenance of all data records required for accurate deployment information for all units assigned or attached including geographically separated units. Manages the JOSAC (Joint Support Aircraft) that involves central aircraft scheduling for assigned units.

Manages pilot/non-pilot unit responsibilities in accordance with applicable directives. When acting as a UTC pilot unit, maintains responsibility for developing standard manpower and equipment changes in deployment packages and advises all non-pilot units system-wide. Resolves manpower and equipment differences. Adds, changes, or deletes requirements as UTCs evolve. Provides guidance and assistance to all non-pilot units of the Air Force, Air Force Reserve, and Air National Guard; attends NGB, and gaining MAJCOM workshops and conferences; and provides feedback information to non-pilot units from NGB and MAJCOMS.

Develops and directs the formulation of loadplans and analyzes transportation requirements for the wing and subordinate units. Schedules all requirements through ANG and/or AMC to ensure personnel and equipment arrive according to planned tasking. Coordinates with Transportation Management Office (TMO) for movements by MTMC.

Reviews resource/logistical plans, programs, and deployment activities with the Wing Commander/Air Commander to insure that authorized mobility equipment is available, on order, and properly budgeted for. Develops program priorities and determines dollar requirements. Makes recommendation to the FMB on allocations of budget targets for all UTCs assigned, WRM, and deployment equipment.

Analyzes and validates logistical inputs for the Joint Chiefs of Staff (JCS) Unit Status of Resources and Training System (SORTS). Monitors the status of unit logistical readiness and deviations in the total logistical posture. Recommends necessary actions to preclude or mitigate effects of support deficiencies.

Serves as base focal point for the UTC Management Information System (UMIS) and Manpower Equipment Force Packaging System (MEFPAK) used for identifying new tasking and informing commanders of updates to current UTCs. Analyzes all plans for correlation between the UTC, the UTC Management Information System (UMIS), and Designed Operational Capacity (DOC) statements for all wing and supported units readiness reporting and tasking. Identifies and reports problems and discrepancies to the Wing Commander, subordinate unit, and/or higher headquarters functional managers. Recommends resolutions when unable to resolve problems at base level.

Attends wing and unit level staff meetings. Represents the Wing/Air Commander at deployment planning conferences conducted by higher headquarters when resource/ logistics planning, agreements or related matters are involved. Works closely with key officials at all levels, both within and outside the base, wing, command, Air Force, Joint Deployment Agency (JDA), NGB, ACC, AMC and MAJCOM. Presents briefings as required to commanders and unit personnel regarding current status of logistics, war planning, and/or deployment programs.

Conducts and participates in site surveys to ascertain, identify, and plan airlift and logistical support requirements needs to deploy, employ, sustain and redeploy the Wing and subordinate units.

Performs other duties as assigned.

**Qualifications:**

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC Qualified. AFSC: 21R3

**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)