



District of Columbia Air National Guard

AGR Announcement

19-421



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| | OPENING DATE: 23 September 2019 | CLOSING DATE: 23 October 2019 |
| <p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p> | <p>Position Title: First Sergeant Max Grade: MSgt (E7) Min Grade: TSgt (E6) (Promotable) AFSC: Any AFSC, must have 7 or 9 level Tour Length: 4 Years; Resource belongs to the position Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p> | |
| <p>Position Location: 113th Operations Group Joint Base Andrews, MD</p> | <p>AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCANG</p> | |
| <p>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.</p> | | |
| <p>AGR REQUIRED DOCUMENTS:</p> | | |
| <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpdc.ngb.army.mil/ngbforms/ 2.) Copies of the last three EPRs. 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 Passing Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</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>*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 Email subject will be in the same format.</p> | | |
| <p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <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>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.</p> | | |
| <p>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.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdc.ngb.army.mil/publications.htm</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: 19-421

Position: First Sergeant

Brief Description of Duties: Provides the commander a mission-ready force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact Airmen readiness. Prepares personnel of the organization to deploy in support of mission requirements. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the commander. Advises the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, well-being, career progression, professional development, and recognition of all assigned Airmen. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings. Represents the commander at base meetings and councils, and when conducting tours through unit areas. Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained and the health, esprit de corps, discipline, mentoring, and welfare of the force are met. Ensures supervisors set an appropriate example for the subordinates. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinates the resolution of complex problems with the supervisor, member, commander and appropriate base agencies. Maintains liaison with base agencies to ensure availability of services for unit members. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony, safety and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline. Assists personnel in adapting to military environment and adjusting to the organization and duty assignments. Monitors unit sponsorship programs and conducts orientation for newly assigned personnel. Makes frequent contact with unit members at work, housing and recreation areas. Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes and other absences from duty. Performs quality force review and ensures timely processing of performances reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions and disciplinary actions. Works closely with the command chief master sergeant to ensure Airmen understand and are prepared to execute the mission. Develops and executes specific goals, plans and objectives to address issues related to Airmen. Performs other duties as required.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. AFSC: Any
3. Scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months or exemptions, except for deployments and/or pregnancy, from any component. Current fitness test must be valid through in-residence First Sergeant Academy graduation.
4. No more than one unsatisfactory physical fitness assessment.
5. No referral EPRs in the last three years.
6. Airmen must immediately enroll in the correspondence course upon selection for first sergeant duty (if not currently enrolled/complete), and must complete the course within 12 months after attending the FSA.
7. Possess an awarded AFSC at the 7- or 9-skill level
8. Must maintain 8F000 qualifications IAW AFI 36-2113, *The First Sergeant*.

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 /202-685-8813 (DSN 325-8813)

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