



# District of Columbia Air National Guard

## AGR Announcement

### 20-357



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|---|---|--------------------------------------|
| <b>APPLICATION MUST BE FORWARDED TO:</b><br><br><b>IN ORDER TO RECEIVE CONSIDERATION</b><br><b><u>NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</u></b>  | <b>OPENING DATE:</b><br>7 Feb 2020  | <b>CLOSING DATE:</b><br>6 March 2020 |
| <b>Position Location:</b><br>113th Wing<br>Joint Base Andrews, MD   | <b>Position Title:</b> Wing Inspector General<br><b>Max Grade:</b> Lt Col (O5)<br><b>Min Grade:</b> Maj (O4) Promotable<br><b>AFSC:</b> Any AFSC<br><br><b>Appointment Status</b><br>[ ] Enlisted [ X ] Officer |                                      |
| <b>INSTRUCTIONS FOR APPLYING:</b><br>This office will <b><u>NOT</u></b> accept mailed applications. <b>You must send applications electronically.</b> <b><u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></b>   |   |                                      |
| <b>AGR REQUIRED DOCUMENTS:</b><br><ol style="list-style-type: none"><li>1.) NGB 34-1 (<i><b>dated Nov 2013</b></i>) Application for AGR Position. <a href="https://www.ngbpdcc.ngb.army.mil/ngbforms/">https://www.ngbpdcc.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><br><b><i>*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</i></b><br><b><i>Email subject will be in the same format.</i></b> |   |                                      |
| <b>Conditions of Employment:</b><br><b><u>National Guard Membership:</u></b> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.<br><b><u>Electronic Funds Transfer:</u></b> Selectee is required to participate in electronic funds transfer/direct deposit.<br>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 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.<br>Reference: NGR AR 690-600 / NGR AF 40-1614. <a href="http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpdcc.ngb.army.mil/publications.htm">http://www.ngbpdcc.ngb.army.mil/publications.htm</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.

**Announcement Number:** 20-357

**Position:** Wing Inspector General

**Brief Description of Duties:** Plans, directs, conducts, and manages all Wing Inspector General (IG) programs. Provides policy guidance, procedures, planning, oversight, and direction for implementing the Air Force Inspection System (AFIS), Complaints Resolution Program (CRP), Fraud, Waste, and Abuse (FWA) Program and the Commanders' Inspection Program (CCIP) at wing/wing equivalent level. Maintains liaison with MAJCOM/IG and SAF/IG where appropriate to receive, process, refer, and manage Wing Inspection information, resources, assets, and activities to support operation and management of the Air Force's Inspection and Complaints Resolution and FWA Programs. Certifies Wing IG personnel and evaluates IG programs and activities. Knowledge of Air Force Inspection objectives, leadership and management concepts and their relationship to mission accomplishment is mandatory. Previous IG experience at the unit, wing, or MAJCOM highly desired. For entry and retention of this specialty, must meet requirements listed in AFI 90-201, The Air Force Inspection Program and AFI 90-301, Inspector General Complaints Resolution. Performs supervisory duties. Performs other duties as required.

**Qualifications:**

1. Must be able to retain a SECRET security clearance.
2. For entry and retention of this specialty, must meet requirements listed in AFI 90-201, The Air Force Inspection Program.
3. Have no record of civil conviction (other than minor offenses).
4. Have no conviction by court-martial, non-judicial punishment, Unfavorable Information File, or open IG investigation in the official military personnel record.
5. Upon selection, course completion of both IGTC-I (Inspections) and IGTC-Q (Complaints) is mandatory

**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)