



# District of Columbia Air National Guard

## AGR Announcement

### 20-379



<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> 29 March 2020</p>	<p><b>CLOSING DATE:</b> 12 April 2020</p>
	<p><b>Position Title:</b> Operations Group Commander  <b>Max Grade:</b> Col (O6)  <b>Min Grade:</b> Lt Col (O5) (Promotable)  <b>Must be AFSC:</b> 11F/11M (Position is 10C0W)</p>	
	<p><b>Appointment Status</b>  <input type="checkbox"/> Enlisted    <input checked="" type="checkbox"/> Officer</p>	
<p><b>Position Location:</b>  113th Operations Group  Joint Base Andrews, MD</p>	<p><b>AREA OF CONSIDERATION: GROUP II</b>  All DCANG members</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 last three EPRs / five OPRs.</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 Passing 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: 20-300 – SSGT DOE, JOHN A</b>  <b>Email subject will be in the same format.</b></p>		
<p><b>Conditions of Employment:</b>  <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><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:** 20-379

**Position:** Operations Group Commander

**Brief Description of Duties:** Commands and directs administration, training, and employment of Operations Groups. Commands units. Formulates plans and establishes policies for unit administration, operations, training, employment, maintenance, supply, and safety. Implements directives and operations orders from higher headquarters. Coordinates unit activities. Coordinates staff activities pertaining to administration, operations, intelligence, material, comptroller, planning, and programming to ensure accomplishment of unit mission. Directs and monitors unit activities. Directs, observes, and evaluates effectiveness of training programs, availability and combat readiness of assigned crews, and operation and adequacy of support activities. Plans work to be accomplished by the organization which consists of about 15 or more full-time subordinates engaged in technical and administrative work. Sets priorities and prepares schedules for completion of work. Assigns work to subordinate Units based on priorities, selective consideration of difficulty and requirements of assignments, and the capabilities of employees. Reviews, accepts, amends or rejects work which has been reviewed by subordinate supervisors. Gives advice, counsel, or instruction to supervisors and subordinate employees on both general policy and administrative matters. Consults with subordinate supervisors and training specialists on training needs. Provides or makes provision for such development and training. Make decisions on work problems presented by subordinate supervisors. Collaborates with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units not personally supervised. Advises officials with broader and higher responsibilities on problems involving the relationship of the work of the organization supervised to broader programs, and its impact on such programs. Evaluates supervisors and reviews evaluations made by supervisors on other employees. Approves selections for nonsupervisory positions and recommends selections for supervisory positions. Hears and resolves group grievances and serious employee complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving key employees and determines required action. Supports equal employment opportunity and labor-management relations programs. Ensures efficient position management and that position descriptions of subordinates are accurate. Approves/disapproves leave. Prepares performance standards. Oversees all unit operations activities, both in the air and on the ground, which based on unit mission and equipment, may include any of the following Air Operations program support functional areas: Training, Standardization and Evaluation, Tactics. Scheduling, Plans, Command Post, Intelligence, Life Support, Flying Operations and Flight Management. Unit mission may require additional functions, e.g. Airspace Management, Air Evacuation Operations, Aero-Medical Operations, Aircraft Alert Operations, Airfield Management, Simulator Operations, Operational Support Aircraft (OSA) etc. Monitors work of subordinates and reviews written reports. Set division policy and ensure Air Force, gaining command, gives guidance to subordinates to ANG, and unit directives are properly implemented to achieve operational readiness of the Unit. Develops long-range training and deployment plans for the unit to meet training goals, higher headquarters Inspection schedules and overseas deployment requirements. Coordinates required planning and resources with other units and higher headquarters to support and implement the training and deployment plan. Directs the development of unit training goals and long-range advanced planning to include facility/equipment modernization, improvement or replacement, develops detailed plans for accomplishment of these training goals and advanced plans. Acts as a key advisor on the Commander's staff to coordinate unit flying operations with other flying units and outside agencies, e.g. the Federal Aviation Administration (FAA), civilian airport authorities, etc., and with unit maintenance, resources and support areas. Acts as central point of contact with local and regional FAA representatives in establishing letters of agreement for aircraft operations, developing and controlling military training airspace, investigating possible violations of flying directives, and coordination for local unit sponsored

exercises. Serves as the Operations representative on the Commander's Financial Management Board. Develops and recommends the operations budget for approval to higher headquarters based on unit requirements and mission. Oversees the approved operations budget and allocates resources to meet training goals to include efficient expenditure of man-day allocations. Serves as the operations representative on the Base Facilities Utilization, Board. Develops and directs the unit flying hour program in coordination with higher headquarters to meet approved higher headquarters flying hour allocations. Oversees and coordinates the unit Status of Resources and Training Systems (SORTS) reports with higher headquarters to determine unit mission capability under wartime conditions. Assesses the impact on organizational programs and resource management, Oversees all unit flight and ground training of assigned/attached flying personnel. Reviews and recommends establishment of formal courses of instruction, training aids, training programs, training standards, directives and memoranda pertaining to training of the unit and its assigned and attached elements. Monitors training programs to ensure maximum utilization of training facilities, adherence to training standards and avoidance of duplicate training effort. Provides guidance to the, flying instructional program and directs the methods and procedures used in flight instruction of assigned/attached aircrew members, ensuring optimum utilization of assigned aircraft. Ensures that assigned/attached aircrews maintain continuous qualification in medical and physiological training in accordance with Air Force, Gaining Command, and ANG regulations/requirements. Monitors the implementation of an effective division safety program for all flying operations and related ground activities. Continually evaluates program results to reduce or eliminate accidents and Incidents. Follows-up on the corrective action taken to eliminate hazards. Develops division policy for flight management personnel to insure effective and efficient administrative control of all flight documentation and Individual flight records. Oversees the operations computer program in coordination with the base-wide computer program. Participates in management decisions impacting purchase and use of computer hardware, software, and training programs for the unit. Must pass standardization/evaluation flight examinations and meet annual flying requirements as prescribed by applicable regulations and directives. Performs pilot or navigator functions in advanced, heavy, multi-engine, fixed or rotary wing military transport/tanker aircraft on extended flights to domestic/foreign points. Flying missions are conducted in all weather conditions, which based on unit mission and equipment may include: transporting personnel from point-to-point using fully adequate landing areas, executing evasive maneuvers, close formation flying, low altitude flight at very low speeds, aerial refueling, airdrop of cargo and personnel, overseas flights. transporting heavy loads on short or marginal airfields, and/or escorting and refueling formations in long distance aircraft deployment operations worldwide, flying night operations using night vision goggles (NVG), very low speed flight at very low altitudes over any terrain, single/multi-ship defensive combat maneuvering and transporting cargo and personnel into remote and confining landing zones or, conducting introductory flight training to familiarize military students with complex UE aircraft systems and how they function. Performs other duties as assigned.

**Qualifications:**

1. Must be able to retain a TOP SECRET security clearance.
2. Must Be AFSC: 11F/11M (Position is 10C0W, member must obtain 10C0W once in position)

**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)