



District of Columbia Air National Guard

AGR Announcement

21-348



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p>	<p>OPENING DATE: 2 June 2021</p>	<p>CLOSING DATE: 5 July 2021</p>
<p>Position Location: Joint Forces Headquarters – Air DC Armory, Washington, DC 20003</p>	<p>Position Title: Retention Office Manager Max Grade: MSgt (E7) Min Grade: TSgt (E6) AFSC: 8RXXX</p> <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</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 style="text-align: center;">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 five OPRs (<i>Officers only</i>). 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 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: 21-348
Position: Retention Office Manager
Brief Description of Duties: Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning. Supervise/train traditional guard members who are directly involved in retention programs. Assist RRS in establishing local recruiting and retention production standards based on unit strength requirements. Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds. Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel. Manage office administration and serve as POC for all wing retention activities. Coordinate monthly with the ROS and the Unit Manpower Document Monitor to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the ROS. Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRS. Generate reports to NGB/A1Y through the RRS IAW NGB guidance. Perform other duties as assigned. Performs supervisory duties. Performs other duties as required.
Qualifications: <ol style="list-style-type: none">1. Must be able to retain a SECRET security clearance.2. Must Be AFSC eligible: 8R2003. Must be AFSC qualified, must be an E-6 with at least 2 years of ANG Recruiting experience (3 years preferred) and must have completed Recruiting Tech School.
Eligibility Requirements: <ol style="list-style-type: none">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)