



District of Columbia Air National Guard

AGR Announcement

21-356



<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 Title: Military Personnel Management Officer Max Grade: Maj (O4) Min Grade: Capt (O3) Must be AFSC: 38FX *This is a 4-year Occasional (temp) Order, and may lead to a permanent resource.</p>	
	<p>Appointment Status <input type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Officer</p>	
<p>Position Location: Joint Force Headquarters-Air DC Armory, Washington, DC</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 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.ngbpmc.ng.mil/Forms/NGB-Form/ 2.) Copies of last three EPRs / five OPRs. 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: 20-300 – SSGT DOE, JOHN A Email subject will be in the same format.</p>		
<p>Conditions of Employment:</p> <p><u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.</p> <p><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.ngbpdcc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdcc.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: 21-356

Position: Military Personnel Management Officer

Position Description: Provides state level coordination of all military personnel programs, including but not limited to: enlistment, appointment, performance evaluation reports, promotions, officer and enlisted selective retention, discharges, separations, recruiting, retention, incentives, and training. Develops state-level programs, publications, policies, and procedures. Manages the state and federal programs for awards, decorations, special recognition, and other incentive/retention enhancement efforts. Monitors and executes state-level responsibilities regarding all military personnel assignments, reassignments, classification actions, and professional military education. Conducts in-depth research on difficult personnel cases, administrative matters, medical, and training problems. Provides technical and specialized data, background material and references, and determines solutions and courses of action to be followed. Monitors manning, manpower authorizations, and organizational changes. Maintains frequent contact with the National Guard Bureau (NGB), Air National Guard Readiness Center (ANGRC), Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), and other appropriate agencies. Coordinates a statewide incentive program, and serves as the focal point for all matters pertaining to the program. Works closely with the unit commanders and their representatives in the operation of the incentive program. Ensures that funds are only authorized to those specialties that the unit commander has designated as eligible consistent with valid unit manning vacancy requirements. Attends various meetings and conferences with representatives of NGB, ANGRC, the Adjutant General, the Administrative Officer, and unit personnel relative to overall procedures and operations of the program. Responsible for the management of the State ANG Retention Program for enlisted and officer personnel. Coordinates personnel policies, directives, and procedures to identify and eliminate ineffective procedures. Evaluates data, reports, studies, and other information as a basis for initiating corrective actions on programs. Recommends policies and procedures for enhancing both the state and Air National Guard Enlisted Retention Program. Evaluates the adequacy of national and state advertising programs. Coordinates with the Base Career Advisor to determine program needs, trends, and effectiveness. Serves as principal assistant to the Director of Staff, Air and in his/her absence ensures continuity of operations. Assists in maintaining orderly and efficient accomplishment of the office administrative workload. Manages the state Officer Effectiveness Report Program. Provides information to staff personnel regarding trends, and informs commanders of current policies and procedures. Provides statistical data to management to assist in monitoring the program. Manages the federal and state ANG Military Awards Program. Develops and implements program guidance. Monitors the effectiveness, equitableness, and adequacy of unit level military awards programs. Identifies and recommends submission of military awards for headquarters unit personnel. Reviews subordinate unit military awards recommendations and forwards them to approving authorities. Assists in the investigation of and may represent the department on Congressional and other high level inquiries. Drafts official replies to Congressional inquiries. Executes similar duties regarding inquiries or complaints received from members of the State ANG. Reviews, staffs, and processes all line of duty investigations. Monitors the ANG Schools Program and performs follow-on training for Professional Military Education (PME) and all technical schools not associated with inactive duty training. Ensures appropriate orders are issued in accordance with governing directives. Advises units of requested school quota status. Ensures timely submission of required reports. Conducts research on difficult individual personnel and administrative problems; provides technical and specialized data, background material, and references; and recommends solutions and courses of action to be followed. Drafts policies and procedures affecting personnel programs, administrative management, and program development for statewide implementation. Ensures directives are maintained in an up-to-date status by periodically reviewing for accuracy and completeness. Responsible for supervisory personnel management functions. Schedules and approves leave requests for subordinates; establishes performance standards, and

makes formal appraisals of work performance; practices good position management policy; initiates announcements of vacancies, and makes selection from available candidates. Counsels subordinates on such matters as work performance, required training, proper conduct, and suggestion programs. Hears employee grievances and deals with union representatives as necessary; takes necessary informal disciplinary actions and, when warranted, proposes formal actions. Implements the provisions of the equal employment and employee/labor relations programs, and keeps employees informed on all aspects of the personnel program (e.g., position classification, merit promotion). Reviews position descriptions and recommends changes where needed. Provides guidance and coordination of ANG Family Program matters within the state. Functions as a liaison between the Joint State Family Program Coordinator and the Director of Personnel (DP) at Wing level. Provides guidance and assistance to the Wing Commander and also to the Wing DP who oversees and directs the conduct of the wing level Family Program workload. Provides direct oversight to the Family Program and the Family Program Coordinator contract. Develops plans, programs and budget requirements. Allocates and approves expenditures. Ensures volunteers have the resources and support. Performs other duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC qualified.

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)