

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

OTOT 3-YEARS



ANNOUNCEMENT #: 26-008

All individuals eligible for entry into the DCARNG (Nationwide Announcement)

Position: POLICY AND COMPLIANCE OFFICER Position # TBD		Minimum Rank/Grade: 2LT/O1	Maximum Rank/Grade: CPT/O3
MOS/AOC: 01A	Unit/Location: DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	Opening Date: 17 February 2026	Closing Date: 19 March 2026

DUTIES AND RESPONSIBILITIES:

- Update, Develop, and maintain the organization's written policies, procedures, and standards for HRO driven requirements. This includes creating new policies in response to new laws or regulations and reviewing existing ones to ensure they are up to date.
- Routinely monitor and audit operational processes to ensure compliance with regulatory and statutory requirements in relation to human resource management. This involves conducting risk assessments to identify potential areas of non-compliance and developing work plans to address them.
- Plans, directs, integrates, and executes all aspects of the Human Resource Office (HRO) process improvement program. Develops goals and objectives that integrate organizational level management objectives for successful HRO implementation. Makes recommendations for internal process improvements, improving quality, reducing time/errors, and establishing appropriate process metrics and process controls. Acts as change agent in assuring, directing, and performing the steps necessary to create business cases based on objective data within the framework of the CPI methodology.

Mandatory Requirements and Skills at Time of Application:

1. Applicant must be able to complete the Military Educational requirements commensurate with their military grade, per AR 135-18, Table 2-1 and applicable regulations.
2. Must meet the physical requirements of AR 350- 15, AR 600-9, and AR 40-501 and eligibility criteria IAW NGR 601-1, NGR 600-100, NGR 600-101, NGR 600-5, and AR 135-18.
3. Only O1, O2 or O3 at time of announcement may apply.

Documents from Applicant in Addition to AGR Application Checklist (Page 4):

Optional:

1. Letter to the board in memorandum form IAW AR 25-50, noting application deficiencies and remedies. May not be for "bad OER".
2. Letters of reference. Maximum 2.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

1. Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Teams) and IPPS-A HR Professional.
2. Experience in federal government civilian administration.

SPECIAL INSTRUCTIONS:

1. Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.
2. Current T32 (out of District) or T10 AGR Soldiers must separate from their current orders and start a One Time Occasional Tour with the DCARNG T32 OTOT program if selected.
3. This is a One-Time Occasional Tour (OTOT) for a maximum of 3 years. OTOTs may apply for AGR positions.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status, membership/non-membership in an employee organization, or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

POSITIONS OF SIGNIFICANT TRUST (POST): In accordance with DA EXORD 193-14 & NGB SMOM 15-017, all Soldiers hired into sensitive duty positions are required to have favorable POSTscreening. Soldiers not meeting this requirement will not be hired into AGR status.

PAY AND ALLOWANCES/MAJOR BENEFITS: AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents.

ADDITIONAL INFORMATION: Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP/SLRP is permitted prior to entry on AGR status. AGR personnel are subject the Uniform Code of Military Justice.

How to Apply

The forms and documents listed on the application checklist must be submitted as **ONE** .pdf file (**do not** submit as PDF Portfolio) through email. Applications and Checklist must be received in the AGR Office no later than 1630 hours (Eastern) on the closing date of the announcement.

1. Email AGR Applications To: ngdcAGRbranch@army.mil
2. The AGR Management team will provide notification that your application has been received.

Applicant's rank/name:

Applicant's Email:

Applicant Status: T32 T10 AGR ADOS M-Day

AGR APPLICATION CHECKLIST

- _____ **1.NGB Form 34-1 AGR Application**, can be found under Career Resources at <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/> (Include e-mail address at the top 1st page of NGB Form 34-1 and signature on pg 3)
- _____ **2. Screenshot of Soldier Talent Profile**. Within 30 days - must include applicable MOS or AOC and ASVAB Scores.
- _____ **3.Individual Medical Readiness Record**. Must include current Periodic Health Assessment date and PULHES. PHA must be current within 12 months.
- _____ **4. DA Form 3349 Physical Profile (If Applicable)**. No temporary profiles are accepted except pertaining to pregnancy.
- _____ **5. DA 5500/ DA 5501 (If Applicable)**
- _____ **6. Last ACFT for record within the past 6 months**. Either DA 705 with digital signatures or ITR (Individual Training Record) report out of DTMS (Digital Training Management System) *PPOM 22-23 requires passing ACFT within 6 months as of 1 April 2023.
- _____ **7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 5 copies**. SPC/E4 or a newly promoted SGT or 1LT (Doesn't have 3 NCOERs/ OERs), will need a letter of recommendation from Unit Commander or BN AO within 6 months of closing of announcement.
- _____ **8. All DD Form 214's and DD Form 215's** (must have items 23-30 included)
- _____ **9. DA 5016** (Current National Guard Soldier) via IPPS A (Must be pulled in last 30 days from closing of a announcement.)
- _____ **10. Security Clearance Memo**. Must have a final Security Clearance Verification. Memo from a Security Clearance Manager must be dated within 90 days from date of announcement. NO JPAS printouts.
- _____ **11. OPAT Scorecard (DA Form 7888)** (Applicable if current PMOS is in a lower physical category than advertised MOS)
- _____ **12. DA Form 4836/ Oath of Extension of Enlistment or Reenlistment (Required for Enlisted)**
(Applicants must have a minimum of three years on their current contract before HRO will cut AGR/OTOT orders).

NOTE: PLACE THE JOB ANNOUNCEMENT AS PAGE 1 - ensure that all required documents (As Applicable) on the checklist are included with your application in the listed order above. Applications that have been returned for correction will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered. **It is mandatory that all SMs have a minimum of three years on their current ETS (or required time to cover a OTOT) in order for HRO to produce AGR orders and to complete an AGR Initial Tour.**

Evaluation Process: Applicants will be evaluated solely on the 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 POCs 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 disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.