

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

OTOT 3 - YEARS



ANNOUNCEMENT #: 26-009

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

Position: Pay and Separations NCO Position # 10125098		Minimum Rank/Grade: SPC/E4	Maximum Rank/Grade: SSG/E6
MOS/AOC: 00F/42A30	Unit/Location: DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	Opening Date: 11 June 2026	Closing Date: 10 July 2026

DUTIES AND RESPONSIBILITIES:

The Pay and Separations NCO serves with the Active Guard Reserve (AGR) Branch within the Human Resources Office.

The DCARNG is in a transformative period of growth and needs a dedicated NCO to lead the Pay and Separations processes for all AGR and One-Time Occasional Tour (OTOT) members.

- o Will become Subject Matter Expert on all Fulltime Service Separations including voluntary, involuntary, medical, mandatory and retirements
- o Implement the Vacancy Fill Request process to fill vacancies left by Separating members
- o Proactively communicate with all separating members and losing units
- o Proactively speak with authority and offer guidance and expertise on Separations processes
- o Develop and maintain accurate tracker owned activity
- o Coordinate consistently with separating members via email, phone, and GEARS workflow webapp
- o Inform and Enforce policy and local business rules with all members and units
- o Iterate on current processes to accomplish the mission and improve the organization
- o Manage pay ticket actions (Pay TLs) with the United States Property and Fiscal Office (USPFO)
- o Assist with Accessions processes

Mandatory Requirements and Skills at Time of Application:

1. Must have at least a Secret security clearance.
2. Must be fully MOS qualified or obtain MOS qualification within 1 year of assignment.
 - 2a. Only E4s eligible for promotion to E-5, E-5 or E-6 may apply. Only E-4/E-5 may re-train and must become 42A-qualified within 1 year of assignment. E-6 must possess 42A30 at time of application.
3. Must possess a valid state driver's license.
4. Must be able to pass an Army Fitness Test and HT/WT screening within 30 days of start date.
5. Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.

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

1. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a "bad" NCOER.

OPTIONAL DOCUMENTS THAT MAY BE SUBMITTED:

1. Copy of any Certificate of Training that is not listed on Soldier Talent Profile.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc. Maximum of 2.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

1. You Proactively Own tasks.
2. Proficiency in Microsoft Office and Adobe Pro
3. Background in leading projects.
4. Ability to influence positively through the chain of command.
5. Strong decision-making skills within strict time constraints.
6. Experience completing DD214s

SPECIAL INSTRUCTIONS:

1. Selectee must uphold the highest standards of conduct and personal appearance.
2. Selectee must ensure that outside employment, associations and off-duty conduct/activities are consistent with Federal directives on ethics and with State and Federal conflict of interest policies. This employment must not impact the unit mission accomplishment or unit readiness.
3. Current T32 AGR outside DCARNG or T10 Soldiers must separate from their current orders and start a One-Time Occasional Tour with the DCARNG T32 AGR/OTOT program if selected.
4. All AGR/OTOTs are subject to review of Retention Control Points considering their total Active Federal Service years.
5. This position is a 3-year One-Time Occasional Tour and selectee will not be accessed onto the career AGR program. OTOTs are allowed to apply for career 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 Rank/Name:

Applicant email:

Applicant Status: AGR T32 AGR T10 ADOS T10/T32 Mday - Traditional SM

AGR APPLICATION CHECKLIST

(check all applicable boxes)

- ___ 1. **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 AFT for record within the past 6 months**. Either DA 705 with digital signatures or ITR (Individual Training Record) report out of ATIS (Army Training Information System) <https://atis.army.mil>.
- ___ 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 an 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).
- ___ 13. **Include a copy of your current orders (If Applicable)**

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 an 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.