



# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

## ANNOUNCEMENT #: 26-042

**\*\*Only Current AGRs with the DCARNG Are Eligible to Apply (Onboard AGR)\*\***

<b>Position:</b> Recruiting and Retention NCO  Position # TBD	<b>Minimum Rank/Grade:</b>  <b>SPC/E4</b>	<b>Maximum Rank/Grade:</b>  <b>SFC/E7</b>
<b>MOS/AOC:</b>  00F	<b>Unit/Location:</b> Recruiting and Retention Battalion DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	<b>Opening Date:</b>  7 May 2026
		<b>Closing Date:</b>  14 May 2026

### DUTIES AND RESPONSIBILITIES:

Recruiting and Retention NCOs (RRNCO) are the backbone of the RRB. Every effort should be made to ensure that they are adequately trained and supported to accomplish their assigned three tenet SM mission. Each RRNCO is assigned to a unit. When RRNCOs change duty position, every effort must be made to ensure a backfill is hired IAW the current policy. RRNCOs will utilize ARISS/AIE for all recruiting prospecting and processing activities to include lead refinement, telephone/sales prospecting, test/physical project, and MEPS processing. This will include but not limited to, all schools, civic activities, COI/VIP, and unit activities. RRNCO duties include the following:

- a. Enlist applicants in an available para/line, avoiding double slotting.
- b. Lead Generation: Area canvassing, contact referrals and leads.
- c. Prepare and conduct ARNG presentations on topics involving the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history.
- d. Pre-qualify referrals, prospects, leads and/or current members to determine their eligibility for enlistment or extension and update records in ARISS/AIE.
- e. Schedule appointments and conduct sales interviews to obtain enlistments and conduct follow-up interviews to retain current enlistments and gain extensions. Complete necessary Live Scan Authorizations, then update records in ARISS/AIE.
- f. Prepare PS and NPS enlistment packets in ARISS and conduct a MEPS pre-enlistment screening.
- g. Counsel applicants on test results (mental and physical), enlistment contracts, service obligations, incentives, and benefits, IET requirements and disqualifications.
- h. Complete the waiver information screen in ARISS for applicants requiring a waiver, upload all required waiver documents, and choosing the State Level approving authority for all waivers.
- i. Complete annual HIPAA training.
- j. Use ARISS to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments. Use ARISS/AIE to demonstrate work activity to allow higher echelons to validate RRB funding. Use the systems provided to maintain prospect information, school program information and other prospect, COI, VIP, and unit member information as required.
- k. Perform administrative or logistical tasks necessary to prepare the Soldier for entrance into the RSP and Initial Entry Training (IET).
- l. Attend a portion of each Inactive Duty Training (IDT) period for supported unit(s).
- m. Distribute and display SM promotional items in the unit and in the community to create brand awareness and generate leads.
- n. Conduct interviews with Soldiers, family members, employers, and other key individuals to determine the effectiveness of current policies, unit training, ARNG benefit programs and other initiatives and provide recommendations to the unit leadership for improvement.
- o. Maintain regular contact with unit members to build rapport, help prevent unit retention and attrition problems, discuss issues, provide information, and answer questions. Provide trends and recommendations to unit leadership that affect retention and attrition.
- p. Train unit FLLs in career planning, recommend available programs and options.
- q. Provide strength maintenance guidance and training for unit attrition personnel and on all administrative requirements necessary for Soldiers retention.
- r. Utilize RMS to track and monitor the following information:
  - (1) Identification of all Soldiers in the 365-day ETS window.
  - (2) Each Soldier's intention regarding extension.
  - (3) Complete summary of why any Soldier is undecided or plans to ETS if no intention to extend/re-enlist.
- s. Assist unit leaders in all matters pertaining to SM by providing SM guidance, support, and recommendations, conducting SM training, and assisting in the development of SM award/recognition programs.
- t. Establish and maintain a partnership with assigned unit and assist the Commander and 1SG in executing the unit SM plan and attrition management program.
- u. Have direct access to the MTOE/TDA Commander and 1SG regarding attrition management issues.
- v. Obtain, prepare, distribute, and display SM promotional items.
- w. Assist in the development and implementation of the Unit Sponsorship Program.
- x. Assist with ETS counseling when the Soldiers are not available during the scheduled drill.
- y. Plans, coordinates, conducts administrative and retention training for Unit Retention NCOs and FLLs as necessary.
- z. Works directly with unit administrative personnel to support/complete retention issues at the lowest level.
  - aa. Personally interview all Soldiers who are within 180 days of their ETS date.
  - bb. Ensure that all extending/re-enlisting Soldiers receive extension recognition. An appropriate recognition item (see para 7-15 for PPI criteria) may be presented in front of the unit formation to recognize the Soldier's continued commitment to serve the ARNG

### Mandatory Requirements and Skills at Time of Application:

1. Must have a minimum security clearance of SECRET.
2. Must possess a valid State driver's license.
3. Must be able to pass an Army Fitness Test and HT/WT screening within 30 days of start date.
4. Must have a passing AFT within 6-months of application, waiverable up to 12 months by hiring authority.
5. SPC/E4 must be BLC- Complete.

**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.
2. Recommendation letters from current or previous employers, commanders, organizations etc. maximum of 2.

**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.

**PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:**

1. MOS 79T qualified.

**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. Must complete the Recruiting and Retention SQI4 course within 6 months of hire.
3. If unable to pass suitability screening within 6 months of start date, AGR tour will be revoked.
4. Must have a 36 month stabilization in position without reassignment.

**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](mailto: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. **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.