

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #: 26-061

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

Position: Battalion Administrative Officer (XO/AO) Position # 03068805		Minimum Rank/Grade: CPT/O3 (DA SEL)	Maximum Rank/Grade: MAJ/O4
MOS/AOC: O31A	Unit/Location: 372nd Military Police Battalion DC Armory 2001 East Capitol St SE Washington, DC 20003	Opening Date: 28 July 2026	Closing Date: 27 August 2026

DUTIES AND RESPONSIBILITIES:

Executive Officer for a Military Police Battalion authorized of 536 personnel in four units: HHD, 372d MP BN, 273d MP CO, 275th MP CO, and 276th MP CO. The Military Police Battalion Executive Officer/Administrative Officer serves in a dual capacity, functioning as the Battalion Executive Officer during Inactive Duty Training (IDT) and Active Duty (AD) periods and as the full-time Administrative Officer during regular duty hours. This position requires extensive administrative expertise and proficiency with multiple Army personnel and training management systems while supporting both operational and administrative functions of a Military Police Battalion. Responsible for leading the full-time unit support (FTUS) staff to accomplish the organizational requirements and the Battalion Commander's intent. Responsible for developing and implementing an operational, logistical, and administrative support plan that generates readiness for wartime, contingency, and peacetime missions.

Executive Officer Duties (IDT Periods)

1. Serves as second-in-command during drill weekends, Annual Training, and Active Duty periods.
2. Assists the Battalion Commander in coordinating staff activities and operational planning.
3. Supervises the primary staff, ensures synchronization of training, and administrative activities.
4. Leads Military Decision-Making Process (MDMP) when designated by the Battalion Commander.
5. Coordinates with company commanders and staff to ensure mission readiness and training objectives are met.
6. Other duties as required.

Administrative Officer Duties (FTUS)

1. Manages all personnel actions including assignments, promotions, awards, evaluations, and separations.
2. Maintains personnel accountability, strength reporting, and readiness status for the battalion.
3. Coordinates training management, scheduling, and resource allocation.
4. Oversees administrative procedures, correspondence management, and regulatory compliance.
5. Serves as the primary liaison with state and federal personnel management agencies.

Mandatory Requirements and Skills at Time of Application:

1. Must be Department of the Army (DA) select for Major.
2. Previous Military Police company command.
3. Experience coordinating with multiple agencies and external organizations.
4. Staff experience at battalion level or higher.

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. Successfully completed MP Captain's Career Course (MPCCC)
2. Enrolled or completed Intermediate Level Education-Common Core (ILE-CC)

Experience and proficiency in multiple Army systems including:

1. ATIS
2. MARRS-N
3. TAMIS
4. DAMPS
5. IPPS-A
6. DPRO
7. RFMSS
8. ATRRS
9. RCAS
10. DTS
11. MUP

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 or T10 AGR/OTOT or ADOS Soldiers must separate from their current orders and start an Initial Tour with the DCARNG T32 AGR program if selected and accept the position.

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/EMPLID:

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. **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 WHtR dtd JULY 2026. IAW Army Directive 2026-13 (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.