

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

OTOT - 2 YEARS



ANNOUNCEMENT #: 26-063

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

Position: State Partnership Program Director Position # 00055517		Minimum Rank/Grade: CPT/O3	Maximum Rank/Grade: LTC/O-5*
MOS/AOC: 01A	Unit/Location: DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	Opening Date: 9 September 2026	Closing Date: 23 September 2026

DUTIES AND RESPONSIBILITIES:

This is a One-Time Occasional Tour.

The State Partnership Program Director is responsible for managing and coordinating international military and civilian engagements between the DC National Guard and its partners Burkina Faso and Jamaica. Responsibilities include, developing and implement strategic objectives for the partnership program. Oversees all program activities, ensuring alignment with U.S. national security objectives. Maintain compliance with Department of War (DoW) regulations and policies. Serve as the primary liaison between the DC National Guard and U.S. military commands, the State Department, foreign military members, government agencies, and other stakeholders in the partnerships. Ensure DCNG leadership is informed on any significant news/events/actions occurring globally that will affect the relationship. Generate new opportunities/avenues to broaden the partnership through regular communications with the relevant commands, agencies, stakeholders. Strengthen diplomatic and military relationships with the partner nations. Plan and execute exchange programs, training missions, and humanitarian projects. Monitor program budgets, ensuring fiscal responsibility and reporting requirements. Evaluate and assess the effectiveness of program initiatives. Ensure the DC Guard is represented and portrayed favorably through our Service Members, products used in security cooperation events and staffing. Supervise the work of Bilateral Affairs Officers. Collaborate with state and federal agencies, non-governmental organizations, and private sector partners. Represent the DC SPP at conferences, official events, and other events as needed. Communicate program impact and success to stakeholders, including government officials and the public.

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. Max grade O-5 only if already O-5 at time of selection for position.
5. Minimum three (3) years of experience in the DC National Guard
6. O-3s must have successful completion of Captains Career Course at time of application

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

REQUIRED:

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 "referred" evaluation.
2. A cover letter explaining why you are qualified and should be selected for the position.
3. Letter of recommendation by BN Commander or above.
4. Military Bio or Resume.
5. Civilian education transcripts.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

1. Military or civilian experience working in a foreign country.
2. Experience working in support of the State Partnership Program or bilateral / multilateral experiences in deployments, operations, or exercises.
3. A basic understanding of how the DoW uses international military cooperation to achieve effects.
4. Preferred areas of civilian education: Majoring in International Relations, Political Science, Military Studies, or a related field.
5. Strong verbal/written communication and interpersonal skills.
6. Ability to manage complex projects, budgets, and Inter-agency relationships.
7. Excellent leadership, negotiation, and diplomatic skills. Experience in military, government, or international relations/roles.

SPECIAL INSTRUCTIONS:

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. ARNG applicants must be able to serve at least 2 years OTOT status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any law or regulation as prescribed by current directives.
4. Permanent Change of Station not authorized for the position.
5. Must not be flagged in IPPS-A for weight, AFT, security violations or pending any adverse actions

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 POST screening. 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 to 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 (STP)**. 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.