

# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



## ANNOUNCEMENT #: 25-002

\*\*All Eligible DCARNG Members Are Eligible to Apply (Onboard DCARNG)\*\*

<b>Position:</b> Enlisted Personnel Management NCOIC  Para/Lin: 209B/02 Position #03319645	<b>Minimum Rank/Grade:</b>  <h2 style="text-align: center;">SSG/E6</h2>	<b>Maximum Rank/Grade:</b>  <h2 style="text-align: center;">SFC/E7</h2>	
<b>MOS/AOC:</b>  <h2 style="text-align: center;">42A</h2>	<b>Unit/Location:</b> HHD, JFHQ (G-1) 2001 East Capitol St SE Washington, DC 20003	<b>Opening Date:</b>  <h2 style="text-align: center;">2024 Nov 07</h2>	<b>Closing Date:</b>  <h2 style="text-align: center;">2024 Dec 09</h2>

### **DUTIES AND RESPONSIBILITIES:**

Serves as a Human Resources NCO; manages all enlisted personnel actions at the state G-1 level consisting of ~800 enlisted personnel; reviews and processes personnel actions, promotions and reductions, retirements, assignments, reassignments, FLPP, Special Duty Assignment Pay & Termination; responsible for processing and approving transactions within IPPS-A; provides daily readiness reports (PERSTAT) to CoS; processes, reviews, and coordinates all military award and decoration related actions for both federal and state awards for enlisted personnel.

**MANDATORY REQUIREMENTS AT TIME OF APPLICATION:**

N/A

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

N/A

**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.

**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 in Recipient address for AGR Applications, which is: [ngdcagrbranch@army.mil](mailto: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.Certified Board Selection ERB/ORB**. 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. NGB Form 23/23b** (Current National Guard Soldier) Retirements Points History Statement (RPAM) (Must be pulled in last 30 days from closing of 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).

**NOTE:** Please place the job announcement document 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 in order 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.