



# District of Columbia Army National Guard

## AGR Announcement

### 23-047



<b>IN ORDER TO RECEIVE CONSIDERATION APPLICATION MUST BE FORWARDED TO:</b>  <a href="mailto:ng.dc.dcarng.list.ngdc-agr@army.mil">ng.dc.dcarng.list.ngdc-agr@army.mil</a>	<b>OPENING DATE:</b> 09 December 2023	<b>CLOSING DATE:</b> Open until filled
	<b>Position Title:</b> Recruiting and Retention NCO <b>Max Grade:</b> SFC (E7) <b>Min Grade:</b> SPC (E4) <b>Selectee will be assigned to a compatible military position of:</b> 00F4/ 79T. <b>*Retraining Available*</b>	
	<b>Appointment Status</b> <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Officer	
<b>Position Location:</b> Joint Force Headquarters 2001 E Capitol St SE, Washington, DC 20003	<b>AREA OF CONSIDERATION: GROUP III</b> All individuals eligible for entry into the DCARNG (Nationwide Announcement)	
<b>INSTRUCTIONS FOR APPLYING:</b> This office will <b>NOT</b> accept mailed applications. You must send applications electronically. <b><u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></b> <b>AGR REQUIRED DOCUMENTS (in 1 email attachment):</b> <ol style="list-style-type: none"><li>1.) NGB 34-1 Application for AGR Position with original signature <a href="https://www.ngbpmc.ng.mil/Forms/NGB-Form/">https://www.ngbpmc.ng.mil/Forms/NGB-Form/</a></li><li>2.) Separate sheet of paper with email address and additional point of contact number(s) SM and 2 references</li><li>3.) Copy of last five OERs/NCOERs (<i>as applicable</i>)</li><li>4.) MEDPROS printout with date of current PHA and PULHES included (<i>within 12 months</i>)</li><li>5.) Copy of Medically Signed/Completed Medical Profile (<i>as applicable</i>)</li><li>6.) Current copy of DA 705 (<i>within 6 months</i>) * If body fat information is not included on DA 705, a DA 5500-R/5501-R is required.</li><li>7.) Current Certified Board ERB/ORB (Must be certified by RNCO within 12 months)</li><li>8.) Current copy of NGB 23b (RPAM Statement). (<i>within 12 months</i>)</li><li>9.) Copy of all DD 214s</li><li>10.) Copy of State driver's license and military driver's license.</li><li>11.) Letter(s) of recommendation (<i>optional</i>)</li><li>12.) A current Security Verification Memorandum with at least a Secret Clearance level (within 90 days of closing date)</li></ol> <b>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: <i>MVA number, Rank, Last name, First name, Middle Initial.</i> Ex: 21-300 – SGT DOE, JOHN A</b> Email subject will be in the same format.		
<b>Conditions of Employment:</b> <b><u>National Guard Membership:</u></b> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <b><u>Electronic Funds Transfer:</u></b> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. <b>Incomplete applications will not be considered.</b> It is the responsibility of the applicant to contact the POC 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.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGB Regulation 690-600 and ANGR 40-1614.		



# The District of Columbia Army National Guard



DC is an Equal Opportunity Affirmative Action Employer  
This announcement must be posted until the day following the closing date.

<b>Announcement Number:</b> 23-047
<b>Position:</b> Recruiting and Retention NCO
<b>Position Description:</b> Serves as the tip of the spear for the DCARNG in recruiting qualified applicants for entry into the Army National Guard in accordance with applicable regulations. Determines basic enlistment eligibility, and processes applicants through the enlistment funnel. Conducts enlistment, attrition management, and retention interviews. Prepares and completes enlistment packets, processing applicable waivers when necessary. Develops and maintains community relationships with Centers of Influence and VIPs. Explores new markets, conducts school programs, and maintains presence as the face of the military in the DC and surrounding areas. Develops and executes a robust marketing plan to establish dominance in the military recruiting space. Explains the Selected Reserve Incentive Program, Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, and employer support and reemployment rights. Conducts strength maintenance interviews and briefings. Performs additional duties as required.
<b>Special Remarks:</b> <ol style="list-style-type: none"><li>1. Must have at least 36 months of time in service</li><li>2. Must be eligible for BLC.</li><li>3. Must be eligible for promotion upon completing BLC.</li><li>4. Must complete the Recruiting and Retention SQI4 course within 12 months of hire.</li><li>5. If unable to pass POSTA, AGR tour will be revoked.</li><li>6. 36-month tour in position required unless command directed to move</li></ol>
<b>Qualifications:</b> <ol style="list-style-type: none"><li>1. Must be able to retain a SECRET security clearance.</li><li>2. Applicant must have a PULHES no less than: 132221</li><li>3. A minimum score of 110 GT able to be waived to 100 and 100 ST on ASVAB tests administered prior to 2 January 2002.</li><li>4. ASVAB tests administered on and after 2 January 2002 requires a minimum score of 110 GT able to be waived to 100 and 96 ST on ASVAB.</li><li>5. Must qualify for Positions of Significant Trust and Authority (POSTA).</li><li>6. Must meet physical fitness standards in IAW AR 600-9.</li><li>7. Must continue to meet requirements of AR 135-18 and NGR 600-5.</li><li>8. All applicants are subject to a state background check prior to the start of the AGR tour.</li></ol>
<b>Eligibility Requirements:</b> <ol style="list-style-type: none"><li>1. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separations.</li><li>2. Must meet the military and civilian education requirements that has not been waived by the approval authority.</li><li>3. Soldiers must be able to receive a favorable suitability screening during the accessions process as outlined in applicable service component regulations.</li><li>4. Must meet all eligibility requirements in accordance with AR 600-9, AR 40-501, AR 135-18, and NGR 600-5.</li><li>5. IAW AR 135-18, Table 2-3, Rule H, if the applicant does not meet the entry requirements defined in Table 2-1 and Table 2-2, the disqualification must be waived by the proper authority (if applicable).</li></ol>
<b>AGR Employment Points of Contact:</b> HR Specialist: SGT Billie Gould, <a href="mailto:billie.c.gould.mil@army.mil">billie.c.gould.mil@army.mil</a> / 202-685-9767 (DSN 685-9767) HR NCO: SFC Norrelle Combest, <a href="mailto:norrelle.p.combest.mil@mail.mil">norrelle.p.combest.mil@mail.mil</a> / 202-685-9767 (DSN 325-9767)