



District of Columbia Army National Guard

AGR Announcement

23-007



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION BILLIE.C.GOULD.MIL@ARMY.MIL VICTORIA.MCNAMARA@US.AF.MIL	OPENING DATE: 01 March 2023	CLOSING DATE: 31 March 2023
	Position Title: Battalion S-1 (Personnel Staff Officer) Max Grade: CPT (03) Min Grade: 1LT (02) Selectee must be compatible military position of: 42B.	
	Appointment Status <input type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer	
Position Location: 372nd Military Police Battalion DC National Guard Armory 2001 E Capitol St, Washington DC	AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCARNG (Nationwide Announcement)	
INSTRUCTIONS FOR APPLYING: This office will <u>NOT</u> accept mailed applications. You must send applications electronically. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u> AGR REQUIRED DOCUMENTS (in 1 email attachment): 1.) NGB 34-1 Application for AGR Position with original signature https://www.ngbpmc.ng.mil/Forms/NGB-Form/ 2.) Separate sheet of paper with email address and additional point of contact number(s) for SM and 2 references 3.) Copy of last five OERs/NCOERs (<i>as applicable</i>) 4.) MEDPROS printout with PULHES and date of current PHA (<i>within 12 months</i>) 5.) Copy of Medically Signed/Completed Medical Profile (<i>as applicable</i>) 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. 7.) Current Certified copy of ERB/ORB (Must be certified by RNCO <i>within 12 months</i>) 8.) Current copy of NGB 23b (RPAM Statement). (<i>Within 12 months</i>) 9.) Copy of all DD 214s 10.) Copy of State driver's license and military driver's license. 11.) Letter(s) of recommendation (<i>optional</i>) 12.) A current Security Verification Memorandum with at least a Secret Clearance level (within 90 days of closing date) *All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 21-300 – SGT DOE, JOHN A Email subject will be in the same format.		
Conditions of Employment: National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Qualifications: 1. Must be able to retain a SECRET security clearance. 2. Must meet physical fitness standards in IAW AR 600-9. 3. Must continue to meet requirements of AR 135-18 and NGR 600-5. 4. Must Be MOS qualified. 5. Must have leadership and supervisory experience.		

Additional Required Documents from Applicant:

- 1.ORB
- 2.Civilian Resume/ MILBIO
- 3.705/5500/5001 (last three/if applicable)
- 4.Last five OERs
- 5.IMR (Individual Medical Readiness) from MEDPROS

1.Serves as the primary staff officer on military personnel policies, and procedures. Creates and implements policies relating to the assignment and the review and consolidation of military personnel actions for submission to the 74th Troop Command or State G1. Manages 372nd Military Police Battalion personnel services to include, personnel processing, casualty operations, awards recognition, training, education, evaluation, and promotion programs for assigned military personnel and family members. Analyzes military personnel assignments to ensure proper manning of the 372nd Military Police Battalion support functions and operations and determine future manpower requirements to ensure personnel readiness. Plans, reviews, and approves contingency, mobilization, deployment and re-deployment and strategic plans.

2. Serves as the recognized senior advisor to the Battalion Commander on personnel issues. Develops appropriate interventions for management on significant Battalion HR issues and concerns. Distributes officer and enlisted personnel to units and commands in accordance with established priorities. Assists the Battalion Commander in maintaining readiness of all deployable units and cross-levels personnel as required. Briefs the Battalion Commander, and staff on vital personnel issues; Army separation and reduction programs; casualty operations, mobilization, readiness status and performance evaluations. Reviews and evaluates program activities to ensure compliance with established policies and procedures. Serves as the Battalion Commander's designated representative to receive and process sensitive military personnel issues to include promotion selection/nonelection, involuntary separations, and selective early retirements.

3. Mobilization Planning: Responsible for implementation of mobilization plans, systems, and procedures at the Battalion. Manages a variety of interrelated automated mobilization planning, operations, authorizations, personnel, training, and accessions systems at the Battalion Level. In coordination with the ensures that unit's mobilization plans are consistent with Army guidelines and verifies deployability of military assets. Assists in/out processing of military assets to include clearances, soldier readiness, unit and individual movement, separations, and retirement.

4. Personnel Management. Through subordinate supervisors, assigns, directs, and evaluates work of subordinate organization elements. Implements policies on personnel management and training utilization. Establishes workload priorities, makes assignments based upon the difficulty, complexity, the type of work, and the employee's capabilities. Reviews, accepts, or rejects work accomplished. Develops or directs the development of performance standards, evaluates the performance of S1 personnel and reviews the evaluation made by subordinate supervisors of other employees. Ensures that training and development needs of employees are met. Hears and resolves employee complaints and refers the more serious unresolved cases to the next appropriate level. Recommends action in serious disciplinary cases and those involving key employees. Interviews candidates for key supervisory positions and makes selections. Makes decisions on work problem presented by subordinate supervisors. Exercises and advises on position management responsibility to ensure that the most efficient position structure is established for accomplishing the work. Periodically reviews job descriptions of subordinates for currency and accuracy. Advises supervisor on problems which may impact the Battalion. Initiates contact and maintains rapport with heads of other units or organizations. Strives for a balanced representation of minorities and women in the subordinate work force. Promotes acceptance and adherence to such programs as equal opportunity employment of the handicapped and other special emphasis programs.

5. Performs other duties as assigned.

AGR Employment Points of Contact:

HR Specialist: SPC Gould Billie / billie.c.gould.mil@army.mil / 202-685-9767

AGR Staffing/ AGR Manger: MSgt McNamara, Victoria A/ victoria.mcnamara@us.af.mil / 202-685-9779