



# District of Columbia Army National Guard

## AGR Announcement

### 23-012



<p><b>IN ORDER TO RECEIVE CONSIDERATION APPLICATION MUST BE FORWARDED TO:</b></p> <p><a href="mailto:VICTORIA.MCNAMARA@US.AF.MIL">VICTORIA.MCNAMARA@US.AF.MIL</a>  <a href="mailto:BILLIE.C.GOULD.MIL@ARMY.MIL">BILLIE.C.GOULD.MIL@ARMY.MIL</a></p>	<p><b>OPENING DATE:</b> 15 March 2023</p>	<p><b>CLOSING DATE:</b> Open until filled</p>
	<p><b>Position Title:</b> Recruiting and Retention NCO  <b>Max Grade:</b> SSG (E6)  <b>Min Grade:</b> SGT (E5)  <b>Selectee will be assigned to a compatible military position of:</b> 00F or 79T</p>	
	<p><b>Appointment Status</b>  <input checked="" type="checkbox"/> <b>Enlisted</b> <input type="checkbox"/> <b>Warrant Officer</b> <input type="checkbox"/> <b>Officer</b></p>	
<p><b>Position Location:</b>  Joint Force Headquarters  2001 E Capitol St SE, Washington, DC 20003</p>	<p><b>AREA OF CONSIDERATION: GROUP III</b>  All individuals eligible for entry into the DCARNG  (Nationwide Announcement)</p>	
<p><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></p> <p style="text-align: center;"><b>AGR REQUIRED DOCUMENTS (in 1 email attachment):</b></p> <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> <p><b>*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</b>  Email subject will be in the same format.</p>		
<p><b>Conditions of Employment:</b></p> <p><b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard.</p> <p><b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.</p>		
<p><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.</p>		
<p><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.</p>		



# 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.

**Announcement Number:** 23-012

**Position:** Recruiting and Retention NCO

**Position Description:** Recruits and retains qualified Soldiers for entry into the Army National Guard in accordance with applicable regulations. Determines basic enlistment eligibility. Pre-qualifies individuals for enlistment. Conducts enlistment, attrition management, and retention interviews. Prepares and completes enlistment packets. 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. Reviews requests for separation/transfer/discharge. Analyzes audiences and occasions, prepares, and gives presentations about the ARNG on such topics as missions, programs, facts, features, benefits, and opportunities. Performs additional duties as required.

**Qualifications:**

1. Must be able to retain a SECRET security clearance.
2. Applicant must have a PULHES no less than: 132221
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.
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.
5. Must qualify for Positions of Significant Trust and Authority (POSTA).
6. Must meet physical fitness standards in IAW AR 600-9.
7. Must continue to meet requirements of AR 135-18 and NGR 600-5.
8. Must be able to complete 5-week ARNG Non-Career Recruiter course within 120 days of beginning AGR tour (if not MOS-Qualified).
9. All applicants are subject to a state background check prior to the start of the AGR tour.
10. Must have completed Basic Leader Course (BLC).

**Eligibility Requirements:**

1. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separations.
2. Must meet the military and civilian education requirements that has not been waived by the approval authority.
3. Soldiers must be able to receive a favorable suitability screening during the accessions process as outlined in applicable service component regulations.
4. Prior to entry on AD or FTNGD in the AGR Program, must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV), per AR 40-501 and AR 600-110.
5. Must meet all eligibility requirements in accordance with AR 600-9, AR 40-501, AR 135-18, and NGR 600-5.
6. 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).

**AGR Employment Points of Contact:**

HR Specialist: SPC Billie Gould, [billie.c.gould.mil@army.mil](mailto:billie.c.gould.mil@army.mil) / 202-685-9767 (DSN 685-9767)

Air AGR NCOIC: MSgt Victoria McNamara, [Victoria.Mcnamara@us.af.mil](mailto:Victoria.Mcnamara@us.af.mil) / 202-685-8813 (DSN 685-8813)