



**The District of Columbia Army  
National Guard  
District of Columbia Army National Guard  
AGR (OTOT) Announcement**



23-035

<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p>IN ORDER TO RECEIVE CONSIDERATION  <a href="mailto:BILLIE.C.GOULD.MIL@ARMY.MIL">BILLIE.C.GOULD.MIL@ARMY.MIL</a>  <a href="mailto:NORRELLE.P.COMBEST.MIL@ARMY.MIL">NORRELLE.P.COMBEST.MIL@ARMY.MIL</a></p>	<p><b>OPENING DATE:</b> 13 September 2023</p>	<p><b>CLOSING DATE:</b> OPEN UNTIL FILLED</p>
<p><b>Position Location:</b> Joint Forces Headquarters 2001 E Capitol St, Washington DC</p>	<p><b>Position Title:</b> Contract Specialist  <b>Max Grade:</b> SFC (E7)  <b>Min Grade:</b> SGT (E5)  <b>Selectee must be compatible military position of:</b>            42A,51C, 92A,92Y, 36B.  <i>*Qualified applicants from 23-005 will be considered*</i>  <b>*RETRAINING AVAIABLE*</b></p>	
<p><b>INSTRUCTIONS FOR APPLYING:</b>            This office will <b>NOT</b> accept mailed applications. You must send applications electronically. <b>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</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) of Service Member and two references.</li> <li>3. Copy of last five 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 if FTNG-OS/AGR</i>)            * If body fat information is not included on DA 705, a DA 5500-R/5501-R is required.</li> <li>7. Current Certified copy of ERB (Must be certified by RNCO <i>within 12 months</i>)</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><i>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: <b>Announcement number, Rank, Last name, First name, Middle Initial.</b> Ex: 21-300 – SGT DOE, JOHN A . Email subject will be in the same format.</i></p>		
<p><b>Conditions of Employment:</b> <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard.</p>		



# The District of Columbia Army National Guard



**Announcement Number:** 23-035

**Position:** Contract Specialist

**Duties and Responsibilities:**

Mandatory Positive Education – Minimum education requirement a bachelor’s degree from an accredited educational institution authorized to grant baccalaureate degrees.

Applicants that qualify for the position based upon their contracting experience in the 51C/1102 series as an employee in a non-DoD position will be given thirty-six months to achieve Level 1 DAWIA Foundational certification.

General Experience – Must have experience in positions supporting competencies in business, finance, risk management, project management, or supply chain management. Experience must include competencies such as skill in collecting and analyzing data and the ability to communicate clearly and effectively and other professional competencies in procurement administration or purchase card management.

Specialized Experience – Must have specific experiences, training, and competencies (Skills, Knowledge, and Abilities) that prepared the applicant to successfully perform the duties and responsibilities required by each grade.

Must have one year of experience in contracting that provided exposure to the full scope of contracting and acquisition and a working knowledge in one or more of the following areas: (1) A knowledge of contracting authority and responsibility, (2) Contract principles and knowledge of the Federal Acquisition Regulation, (3) Contractor responsibility standards, (4) Regulatory compliance, (5) Knowledge of Federal supply schedule contracting, and (6) Knowledge of acquisition definitions and applicability. In addition to participating in education and training courses, individuals are expected to develop their required competencies through relevant on-the-job experience, which may include rotational assignments.

**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. Sensitivity Duty Assignment Eligibility Questionnaire (DA Form 7424)
5. Budget, contract administration, and financial systems access and/or experience (GFEBs, PIFE, PCF, RMOL) is highly preferred.
6. To become 51C qualified you must have a GT score of 110.

**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.



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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).
7. Soldier must meet eligibility requirements in accordance with PPOM 15-040 POSTA dated 16 December 2016, suitability and security screening policy for personnel identified to occupy a position of significant trust and authority. (POSTA)

### **Additional Required Documents from Applicant:**

1. Your resume
2. Transcripts
3. NCOER/Performance Appraisal

\*\* Incumbent is required to submit a Financial Disclosure Statement, OGE-450, (5CFR Part 2634, Subpart I USOGE, 6/08). Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulation, dated 17-Nov-2011.

### **AGR Employment Points of Contact:**

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

HR Policy NCOIC: SFC Norrelle Combest, [norrelle.p.combest.mil@mail.mil](mailto:norrelle.p.combest.mil@mail.mil) / 202-685-9767 (DSN 325-9767)

**Evaluation Process:** Applicants will be evaluated solely on 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 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.

**Equal Employment Opportunity:** 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.