



District of Columbia Army National Guard

AGR Announcement

23-036



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION BILLIE.C.GOULD.MIL@ARMY.MIL NORRELLE.P.COMBEST.MIL@ARMY.MIL</p>	<p>OPENING DATE: 19 September 2023</p>	<p>CLOSING DATE: 19 October 2023</p>
	<p>Position Title: Readiness NCO Max Grade: SFC (E7) Min Grade: SSG (E6) Selectee will be assigned to a compatible military position of: 35M. *Retraining Available*</p>	
	<p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer</p>	
<p>Position Location: Det. 1, D Co., 223rd MI BN National Guard Armory, Washington, DC 2001 E. Capitol St, SE, Washington DC 20003</p>	<p>AREA OF CONSIDERATION: GROUP III All members eligible for entry into DCARNG (Nationwide)</p>	
<p>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></p>		
<p style="text-align: center;">AGR REQUIRED DOCUMENTS (in 1 email attachment):</p> <ol style="list-style-type: none"> 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) SM and 2 references 3.) Copy of last five OERs/NCOERs (<i>as applicable</i>) 4.) MEDPROS printout with date of current PHA and PULHES included (<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 DA Form 2-1 or 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) <p>*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.</p>		
<p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.</p>		
<p>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. Complete and accurate data is essential to ensure fair evaluation of candidates.</p>		

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.



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: 23-036

Position: Readiness NCO

Description: Readiness NCO performs administrative duties and responsibilities. Prepares, reviews, consolidates, processes, submits, and track officer and enlisted Personnel Action Requests (PAR), evaluations, promotions, awards, reductions, flags, discharges, separations, resignations, records reviews, vacancies, and pay; updates Soldiers Official Military Personnel Files (OMPF) through IPERMS management; prepares military personnel action and correspondence for commanders, NCOs and Soldiers.

Soldier is responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives. Ensures Soldiers are paid for military orders. Manages unit manning roster and tracks Soldier readiness for the Commander. Helps manage unit awards program. Tracks all personnel action for the Company. Maintains the unit MOS qualification training program. Advises and assists the first-line supervisors in implementation and conduct of the supervised-on-the-job training (SOJT) programs. Advises enlisted personnel on military education requirements and prepares applications for Army Service schools and Army extension courses. Maintains records for the above programs, monitors the progress of enlisted personnel and provides qualification information to the personnel section for personnel records updating. Attends all unit training assemblies, additional training assemblies and annual training periods aiding and guidance in the preparation for and execution of unit training. Prepares reports, briefing materials and correspondence related to training as required by the commander and higher headquarters. Prepares and maintains the unit mobilization loading plans. Attends schools and conference as required by the commander and subsequently trains unit personnel using the information and skills acquired. Performs other duties as assigned.

Works under the direct supervision of the Administrative Officer. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based on accomplishment of established objectives.

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. Selectee must be fully MOS-qualified or obtain MOS qualification within 1 year of assignment.
5. Must have leadership and supervisory experience.

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 / 202-685-9767 (DSN 3259767)

HR NCO: SFC Norrelle Combest, norrelle.p.combest.mil@mail.mil / 202-685-9767 (DSN 325-9767)

