DISTRICT OF COLUMBIA ARMY NATIONAL GUARD
AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT #: 25-027
All individuals eligible for entry into the DCARNG (Nationwide Announcement)

Position: **Battalion XO** Para/Lin: 101/02 Position #03068805	Minimum Rank/Grade: CPT/O3 (DA SELECT)	Maximum Rank/Grade: **MAJ/O4**

MOS/AOC: **31A**	Unit/Location: 372nd Military Police Battalion DC Armory 2001 E. Capitol St SE Washington, DC 20003	Opening Date: 03 September 2025	Closing Date: 18 September 2025

DUTIES AND RESPONSIBILITIES:

Executive Officer for a Military Police Battalion authorized of 473 personnel in four units: HHD, 273rd MP Co, 276th MP Co, and D Co 223rd MI BN. The Military Police Battalion Executive Officer/Administrative Officer serves in a dual capacity, functioning as the Battalion Executive Officer during Inactive Duty Training (IDT) and Active Duty (AD) periods and as the full-time Administrative Officer during regular duty hours. This position requires extensive administrative expertise and proficiency with multiple Army personnel and training management systems while supporting both operational and administrative functions of a Military Police Battalion. Responsible for leading the Full-time National Guard staff to accomplish the organizational requirements and Commander's intent. Responsible for developing and implementing an operational, logistical, and administrative support plan that ensures operation readiness for wartime, contingency, and peacetime missions.

Executive Officer Duties (IDT Periods)

• Serves as second-in-command during drill weekends, Annual Training and Active Duty periods.
• Assists the Battalion Commander in coordinating staff activities and operational planning.
• Supervises battalion staff sections, ensures synchronization of training, and administrative activities.
• Leads Military Decision-Making Process (MDMP) when designated by the Battalion Commander.
• Coordinates with company commanders and staff to ensure mission readiness and training objectives are met.
• Other duties as required.

Administrative Officer Duties (Full-Time)

• Manages all personnel actions including assignments, promotions, awards, evaluations, and separations.
• Maintains personnel accountability, strength reporting, and readiness status for the battalion.
• Coordinates training management, scheduling, and resource allocation.
• Oversees administrative procedures, correspondence management, and regulatory compliance.
• Serves as primary liaison with state and federal personnel management agencies.
.

Mandatory Requirements and Skills at Time of Application:

1. Must be Department of Army (DA) Select for Major.
2. Previous Military Police command.
3. Experience coordinating with multiple agencies and external organizations.
4. Staff experience at battalion level or higher.

Documents from Applicant in Addition to AGR Application Checklist (Page 4):

N/A

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

1.TS/ SCI Preferred.
2. Successfully completed Captain's Career Course (CCC)
3. Completion of Intermediate Level Education (ILE) Common Core or commitment to complete within prescribed time frames.

Experience and proficiency in multiple Army systems including:

1. DTMS (Digital Training Management System) - Training records and scheduling management
2. MARRS-N (Military Award and Recognition Reporting System - National Guard) - Awards processing and tracking
3. TAMIS (Total Army Management Information System) - Personnel data management
4. DAMPS (Defense Automated Management and Payroll System) - Pay and financial management
5. IPPS-A (Integrated Personnel and Pay System - Army) - Comprehensive personnel and pay administration
6. DPRO (Deployment and Redeployment Originating) - Deployment processing and tracking
7. RFMSS (Reserve Force Management System) - Reserve component management
8. ATRRS (Army Training Requirements and Resources System) - Training seat reservations and tracking
9. RCAS (Reserve Component Automation System) - Unit administration and reporting
10. DTS (Defense Travel System) - Travel authorization and reimbursement
11. My Unit Pay - Unit payroll management and troubleshooting
12. My Record Brief - Personnel record management and updates

SPECIAL INSTRUCTIONS:

1. None.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status, membership/non-membership in an employee organization, or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

POSITIONS OF SIGNIFICANT TRUST (POST):   In accordance with DA EXORD 193-14 & NGB SMOM 15-017, all Soldiers hired into sensitive duty positions are required to have favorable POSTscreening. Soldiers not meeting this requirement will not be hired into AGR status.

PAY AND ALLOWANCES/MAJOR BENEFITS: AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents.

ADDITIONAL INFORMATION: Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP/ SLRP is permitted prior to entry on AGR status. AGR personnel are subject the Uniform Code of Military Justice.

How to Apply

The forms and documents listed on the application checklist must be submitted as **ONE** .pdf file (**do not** submit as PDF Portfolio) through email. Applications and Checklist must be received in the AGR Office no later than 1630 hours (Eastern) on the closing date of the announcement.

1. Email AGR Applications To: ngdcAGRbranch@army.mil

2. The AGR Management team will provide notification that your application has been received.

Applicant's rank/name:

Applicant's Email:

Applicant Status: ☐ T32 ☐ T10 ☐ AGR ☐ ADOS ☐ M-Day

AGR APPLICATION CHECKLIST

_____**1.NGB Form 34-1 AGR Application**, can be found under Career Resources at https://www.ngbpmc.ng.mil/Forms/NGB-Forms/ (Include e-mail address at the top 1st page of NGB Form 34-1 and signature on pg 3)

_____**2.Certified Board Selection ERB/ORB.** Within 30 days - must include applicable MOS or AOC and ASVAB Scores.

_____**3.Individual Medical Readiness Record.** Must include current Periodic Health Assessment date and PULHES. PHA must be current within 12 months.

_____**4. DA Form 3349 Physical Profile (If Applicable)**. No temporary profiles are accepted except pertaining to pregnancy.

_____**5. DA 5500/ DA 5501 (If Applicable)**

_____**6. Last ACFT for record within the past 6 months.** Either DA 705 with digital signatures or ITR (Individual Training Record) report out of DTMS (Digital Training Management System) *PPOM 22-23 requires passing ACFT within 6 months as of 1 April 2023.

_____**7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 5 copies.** SPC/E4 or a newly promoted SGT or 1LT (Doesn't have 3 NCOERs/ OERs), will need a letter of recommendation from Unit Commander or BN AO within 6 months of closing of announcement.

_____**8. All DD Form 214's and DD Form 215's** (must have items 23-30 included)

_____**9. NGB Form 23/23b** (Current National Guard Soldier) Retirements Points History Statement (RPAM) (Must be pulled in last 30 days from closing of announcement.)

_____**10. Security Clearance Memo**. Must have a final Security Clearance Verification. Memo from a Security Clearance Manager must be dated within 90 days from date of announcement. NO JPAS printouts.

_____**11. OPAT Scorecard (DA Form 7888)** (Applicable if current PMOS is in a lower physical category than advertised MOS)

_____**12. DA Form 4836/ Oath of Extension of Enlistment or Reenlistment (Required for Enlisted)** (_Applicants must have a minimum of three years on their current contract before HRO will cut AGR/OTOT orders_).

NOTE: PLACE THE JOB ANNOUNCEMENT AS PAGE 1 - ensure that all required documents (As Applicable) on the checklist are in included with your application in the listed order above. Applications that have been returned for correction will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered. **It is mandatory that all SMs have a minimum of three years on their current ETS (or required time to cover a OTOT) in order for HRO to produce AGR orders and to complete an AGR Initial Tour.**

Evaluation Process: Applicants will be evaluated solely on the 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 POCs 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.