

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #: 26-046

All individuals eligible for entry into the DCARNG (Nationwide Announcement)

Position: Brigade Paralegal Position # 10150987		Minimum Rank/Grade: SSG/E6	Maximum Rank/Grade: SFC/E7
MOS/AOC: 27D	Unit/Location: 260th Special Purpose Brigade 2001 East Capitol St SE Washington, DC 20003	Opening Date: 1 June 2026	Closing Date: 7 June 2026

DUTIES AND RESPONSIBILITIES:

1. Directs the Brigade's Military Justice program during daily operations; maintains and briefs the Commander's disciplinary tracker for all full-time (AGR/Technician) and traditional (M-Day) personnel.
2. Manages the drafting, quality assurance, and processing of all Brigade adverse actions. Prepares and reviews all legal correspondence, General Officer Memorandums of Reprimands (GOMORs), and administrative separation packets for the Brigade and its subordinate unit Commanders.
3. Manages legal support for domestic security missions in the NCR and ensures all Brigade personnel are trained on the Rules for the Use of Force (RUF) and Rules of Conduct (ROC) specific to D.C. civil disturbance operations.
4. Serves as the senior enlisted Paralegal subject matter expert in all DCARNG military justice, administrative, and operational law and acts as the legal liaison between the Brigade and its external partners.
5. Manages the Brigade Legal Assistance program; oversees the drafting and execution of wills, Powers of Attorney, and Service Members Civil Relief Act (SCRA) protections to ensure 100% legal deployability for all rapid-response missions.
6. Leads, trains, and mentors all paralegal specialists and NCOs within the DCARNG and oversees technical training and NCO Professional Development (NCOPD) programs.
7. Provides administration support for the Office of the Staff Judge Advocate and its subordinate legal units to include pay processing, orders generating, records updating, awards submitting, evaluation tracking, and is an expert on several platforms such as IPPS-A, ATRRS, MUP, and MOBCOP.

Mandatory Requirements and Skills at Time of Application:

1. Must have a minimum security clearance of SECRET
2. Only E-6/E-7 who are fully MOS qualified may apply.
3. Must possess a valid State driver's license.
4. Must be able to pass an Army Fitness Test and HT/WT screening within 30 days of start date.

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

1. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a "bad" NCOER.

OPTIONAL DOCUMENTS THAT MAY BE SUBMITTED:

1. Copy of any Certificate of Training that is not listed on Soldier Talent Profile.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc. Maximum of 2.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

Legal research, preparing and managing military correspondence, CUI/PII/FOIA/case file management, expert writing skills, organizational skills, public speaking skills, strong leadership, attention to detail, and system knowledge of IPPS-A, MOBCOP, GEARS, and My Unit Pay (MUP).

SPECIAL INSTRUCTIONS:

1. Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.

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 POST screening. 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 Rank/Name:

Applicant email:

Applicant Status: AGR T32 AGR T10 ADOS T10/T32 Mday - Traditional SM

AGR APPLICATION CHECKLIST

(check all applicable boxes)

- ____ 1. **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. **Screenshot of Soldier Talent Profile**. 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 AFT for record within the past 6 months**. Either DA 705 with digital signatures or ITR (Individual Training Record) report out of ATIS (Army Training Information System) <https://atis.army.mil>.
- ____ 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. **DA 5016** (Current National Guard Soldier) via IPPS A (Must be pulled in last 30 days from closing of an 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).
- ____ 13. **Include a copy of your current orders (If Applicable)**

NOTE: PLACE THE JOB ANNOUNCEMENT AS PAGE 1 - ensure that all required documents (As Applicable) on the checklist are 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 an 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.