

# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



## ANNOUNCEMENT #: 26 051

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

<b>Position:</b> Supply Sergeant Position # 05377450		<b>Minimum Rank/Grade:</b> SGT/E5	<b>Maximum Rank/Grade:</b> SSG/E6
<b>MOS/AOC:</b> 42R	<b>Unit/Location:</b> DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	<b>Opening Date:</b> 9 June 2026	<b>Closing Date:</b> 8 July 2026

### DUTIES AND RESPONSIBILITIES:

Serves as the Supply SGT. Selected individual will be responsible for overseeing, evaluating, and processing all Logistics related matters for the company. As the Unit Supply Sergeant, individual supervises or performs duties involving requests, receipt, storage, issue, accountability, and preservation of individual, organizational, installation and expendable supplies and equipment; receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and returns organization and installation supplies and equipment. Prepare all unit/organizational supply documents. Maintain automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and Ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Provide technical guidance to lower grade personnel. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Individual is responsible for creating requisitions for all transactions to property books and supporting documents files. Coordinates with company and battalion staff to ensure that equipment and supplies are available and ready for events and other training activities as scheduled. Performs operator duties and unit level maintenance functions on assigned computer systems and equipment (GCSS Army, ISM, DTS, CCDF, etc.). Additional duties as assigned.

### Mandatory Requirements and Skills at Time of Application:

1. Applicant must be able to complete the Military Education requirements commensurate with their military grade
2. Must meet the physical requirements of AR 350-15, AR 600-9, and AR 40-501 and appointment criteria IAW NGR 601-1, NGR 600-100, NGR 600-101, NGR 600-5, and AR 135-18
3. Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions
4. All applicants grade E6 must possess the required MOS 42R30 authorized for AGR duty position or take a voluntary reduction in grade to accept the position, if selected and offered and become MOS qualified in the first 12 months. All applicants grade E5 must be MOS 42R or have the potential to become MOS qualified in the first 12 months, or be released from active duty/ FTNGD
5. Must have a minimum security clearance of SECRET
6. 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:**

- 1)GCSS Army training certificates for Unit Level Logistics
- 2)Completed Unit Level Logistics Training at the Professional Education Center (PEC)
- 3)Understanding of Local Purchase requirements and processes
- 4)Military Driver's License
- 5)Hazmat driver or certifier with experience in Class V operations

**SPECIAL INSTRUCTIONS:**

IF ATTEMPTING TO RETRAIN FOR 42R MOS, must be able to achieve passing score on Army Music Proficiency Assessment.

**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](mailto: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.