

# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



## ANNOUNCEMENT #: 26-056

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

|                                                                             |                                                                                                      |                                          |                                          |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|
| <b>Position:</b> Human Resources (HR) Technician<br><br>Position # 00055522 |                                                                                                      | <b>Minimum Rank/Grade:</b><br><br>CW2/W2 | <b>Maximum Rank/Grade:</b><br><br>CW3/W3 |
| <b>MOS/AOC:</b><br><br>W420A                                                | <b>Unit/Location:</b><br>DC National Guard Armory<br>2001 East Capitol St SE<br>Washington, DC 20003 | <b>Opening Date:</b><br><br>9 July 2026  | <b>Closing Date:</b><br><br>24 July 2026 |

### DUTIES AND RESPONSIBILITIES:

Human Resources (HR) Technician serves as the HR Technical expert in the DCNG JFHQ. HR Technicians perform duties as a technical leader, trainer, advisor, and integrator in HR technical or joint field of operations. They maintain, operate, and integrate Army Human Resource (HR) policy, processes, procedures, and HR personnel systems responsible for JFHQ and staff HR actions.

- Monitor and manage the full spectrum of HR for the Commander and organization to include but not limited to essential personnel services, strength management, postal, casualty and replacement operations, orders processing, awards, evaluations, promotions, DEERS/RAPIDS, military pay functions, sponsorship, Integrated Disability Evaluation System (IDES), in/out processing, and records management.
- Manage all HR information systems which include, but are not limited to, IPPS-A, DTAS, and DCIPS.
- Querying HR Information systems and converting data to actionable information for presentation to HR professionals and unit leadership at all echelons.
- Manage access, proper usage, data accuracy and problem resolution of HR information systems.
- Proficient in managing basic office automation (e.g., Word, Excel, PowerPoint, Power BI, and Outlook).
- Supervise military and civilian personnel conducting HR management actions and related duties.
- Make decisions based on a variety of sources of information.
- Understand HR Doctrine and how it is nested in Sustainment and Operational Doctrine, as well as HR policies, regulations, and MILPER/ALARACT messages, and be able to interpret HR matters for individuals, subordinates, commanders, and directors.
- Initiate and prepare correspondence to provide information, policy, or guidance.
- Manage force structure changes and implement new HR policies, programs, or systems.

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

1. Must have a minimum security clearance of SECRET
2. Must be fully MOS qualified.
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:**

**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 to 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. **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.