

# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



## ANNOUNCEMENT #: 26-006

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

**Position:** Deputy Director, HRO

Para/Lin: 014/01 Position: 03319634

**Minimum Rank/Grade:**

O-4/MAJ

**Maximum Rank/Grade:**

O-5/LTC

**MOS/AOC:**

01A

**Unit/Location:**

Human Resources Office (W8AHAA)  
DC National Guard Armory  
2001 E. Capitol St SE  
Washington, DC 20003

**Opening Date:**

27 January 2026

**Closing Date:**

24 February 2026

### DUTIES AND RESPONSIBILITIES:

The DC National Guard (DCNG) is navigating dynamic force structure changes while conducting National Special Security Event support and a presidential mobilization.

The DCNG Human Resources Office (HRO) is in need of a Deputy Director to lead daily operations and accomplish the HRO Director's missions and goals.

#### Expected Duties:

1. As a full assistant to the Human Resources Officer, the incumbent aids in advising on manpower and HR matters. This includes adapting and administering HR rules from various government agencies, developing internal regulations, and managing HR programs for all full-time personnel across different pay systems.
2. The individual directs and oversees work through subordinate supervisors, handles employee grievances, and takes corrective or disciplinary action. They also manage employee training and ensure compliance with security and safety directives.
3. The incumbent assists the HR Officer in directing HR programs and special projects. They conduct in-depth analyses to align program goals with financial resources and policies.
4. The assistant also shares responsibility for mobilization planning as it pertains to the full-time workforce and the HR Office.

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

1. Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.
2. Must be able to pass the Army Fitness Test (AFT) and meet Body Composition standards IAW AR 600-9.
3. Must be able to complete the Military Educational requirements commensurate with their military grade, per AR 135-18, Table 2-1 and applicable regulations.
4. Only O4 and O5 may apply. O4s must have a current DA-selection to O5.
5. Must have 14+ Active Federal Service (AFS) to apply.

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

1. Applicants may include a memorandum for record explaining application deficiencies in their applications.
2. Applicants may include maximum 2 letters of reference.

**PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:**

1. BN (or equivalent O-5 level) Command
2. BDE S-1, S-3, or S-4 OIC experience
3. IPPS-A HR Pro Certification

**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.
2. Current T32 or T10 AGR/OTOT/ADOS Soldiers must separate from their current orders and start an initial tour with the DCARNG T32 AGR program, if selected.
3. This is a career AGR hire.

**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'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 AFT 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 AFT 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 LT (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/DA 5016** (Current National Guard Soldier) Retirements Points History Statement (RPAM) (Must be within 30 days of announcement closing)
- \_\_\_\_\_ **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 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.