

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #: 25-021

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

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| Position: Property Management Branch Chief Para/Lin:303/02 Position #00055526 | | Minimum Rank/Grade: CW2/W2 | Maximum Rank/Grade: CW4/W4 |
| MOS/AOC: 920A, 920B | Unit/Location: Joint Base Anacostia-Bolling 189 Poremba Court Washington, DC 20373 | Opening Date: 2 February 2026 | Closing Date: 12 February 2026 |

DUTIES AND RESPONSIBILITIES:

Serve as the Property Accounting Technician in both operational and generating force units. Supervise and manage organizational property accountability systems. Monitor and evaluate subordinate supply operations while performing financial inventory accounting and provide advice to commanders on proper accountability and redistribution procedures. Ensure that 100 percent property accountability is maintained and that all authorized equipment is on hand, on valid requisition or on redistribution order. Locate and acquire standard and nonstandard equipment and supplies through military and nonmilitary supply sources, to meet unit readiness and operational requirements. Oversee and validate the small purchase program, to prevent fraud, waste and abuse. Determine equipment funding requirements and coordinate for funds availability with supported units and resource management activities. Develop, execute, monitor and provide input to the annual supply budget. Coordinate acquisition and priority distribution of new equipment fielding with the Force Modernization Activity. Redistribute excess equipment throughout the command. Process excess equipment for disposal, after all redistribution efforts are met. Monitor unit and/or Government Contractor Supply Operations, to ensure compliance with policy and/or contractual requirements. Administer the Command Supply Discipline Program. Train, develop and mentor supply and non-supply personnel on supply policies, processes and procedures. Act as primary advisor to the command and supported units, on all property accountability and organizational-level supply matters.

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 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. Only MOS-qualified CW2, CW3 and CW4 may 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.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

GCSS-Army Middle Managers Courses
Support Operations I and II
United Service Military Apprenticeship Program (USMAP)
MOS related credentialing thru Credentialing Opportunities In-Line (COOL)
College credits in Supply Chain Management, Logistics, etc. (Not earned thru Army Credentialing programs)

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.

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

Applicant's rank/name:

Applicant's Email:

Applicant Status:

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T32

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T10

☐

AGR

☐

ADOS

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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.