

# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



## ANNOUNCEMENT #: 25-041

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

<b>Position:</b> <b>Brigade S4</b>  Para/Lin: 108/01 POSN: 03169494		<b>Minimum Rank/Grade:</b>  <b>CPT/O3</b>	<b>Maximum Rank/Grade:</b>  <b>MAJ/O4</b>
<b>MOS/AOC:</b>  <b>90A</b>	<b>Unit/Location:</b> 260th Special Purpose Brigade 2001 East Capitol Street SE Washington, DC 20003	<b>Opening Date:</b>  17 December 2025	<b>Closing Date:</b>  17 January 2026

### DUTIES AND RESPONSIBILITIES:

Performs technical, managerial, and executive phases of staff functions. Maintains accountability for the proper obligation and expenditure of Brigade funds and for the safeguarding of Federal property for the 260th Special Purpose Brigade (SPB). Directs, manages, executes and determines the final disposition on the use and control of 260th SPB resource service support, coordination requirements for the brigade and down-trace companies. These include, but are not limited to, supply, logistics, transportation, fiscal, procurement planning, real property, and data processing. Identifies overall resource requirements, establishes policies, and furnishes advice and assistance to units and the Brigade Commander to ensure that brigade funds and property are used and accounted for in conformance with applicable statutes and regulations, as directed by the Department of the Army (DA) and the National Guard Bureau (NGB). Consults and coordinates with 260th SPB leaders & staff, DCARNG G4, subordinate battalion leaders & staff, program managers and resource advisors, for the purpose of correlating and integrating the DCNG's overall requirements for brigade resources support. Consultation and coordination include attending and initiating meetings and conferences at the brigade, and JFHQ (state), installation, and local level. Ensures that overall plans consider lead times, costs, legal and regulatory requirements, and other matters associated with Federal resources' support. Coordinates with major commands and installations such as, CFMO, the U.S. Army Corps of Engineers, Defense Finance and Accounting Service Centers (DFAS), Army wholesale supply systems, the Defense Logistics Agency, the General Services Administration, and other Federal and Washington, D.C., agencies, as required, to obtain, manage and account for resources required in support of unit readiness, and other Federal and DC missions authorized Federal support. Ensures optimum operational effectiveness through efficient management and utilization of funds, personnel, equipment, and materiel. Evaluates systems, directs improvements to maximize personnel efficiency and effectiveness, and/or directs actions to obtain required manpower spaces. Establishes policies and procedures pertaining to functions and activities of the directorate. Areas of responsibility encompass the entire spectrum of property and fiscal activities. Provides coordination and guidance to brigade staff personnel. Plans and institutes logistics policies and directives at the brigade level. Provides optimum support to subordinate organizations in asset acquisition, storage, distribution, and accountability. Ensures proper operation of supply/storage distribution points within the DC National Guard and maintenance of required records. Ensures property books are maintained in accordance with applicable regulations. Advises the Commanders and appropriate staff on matters pertaining to security and storage of Federal property issued to the 260th SPB.

### 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. Applicant must be able to complete the Military Educational requirements commensurate with their military grade.
3. 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.
4. Applicants must be O3 or O4 and must be branch qualified.

**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:**

1. Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Teams)
2. Access to GCSS-Army, ISM, eFLIPL

**SPECIAL INSTRUCTIONS:**

N/A

**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 (or latest applicable policy/regulation), 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** (Current National Guard Soldier) Retirements Points History Statement (RPAM) (Must be pulled in last 30 days from closing of 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).

**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.