

# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



## ANNOUNCEMENT #: 26-003

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

<b>Position:</b> Aviation Administrative Officer  Para/Lin: 241A/01 POSN: 00055521	<b>Minimum Rank/Grade:</b>  CPT/ O3 (DA Select)	<b>Maximum Rank/Grade:</b>  <h1 style="text-align: center; margin: 0;">MAJ/O4</h1>	
<b>MOS/AOC:</b>  15B / 67J	<b>Unit/Location:</b> Joint Force Headquarters Aviation Command Davison Army Airfield, Ft Belvoir, VA	<b>Opening Date:</b>  12 March 2026	<b>Closing Date:</b>  11 April 2026

### DUTIES AND RESPONSIBILITIES:

Assigned as the Administrative Officer (AO) for the District of Columbia Army National Guard Aviation Battalion, directly overseeing the full-time readiness, training, and logistics functions for the BN's four subordinate units, supervising 43 full time support personnel (FTSP). Represents the Battalion Commander and maintains tasking authority to all assigned and attached subordinate units. Ensures that information is disseminated throughout the Command and Staff and addresses concerns at all levels. Responsible for the oversight and execution of numerous unit reporting requirements, programs and inspections, such as the Unit Status Report (USR), Command Supply Discipline Program (CSDP), Command Maintenance Discipline Program (CMDP), the Aviation Resource Management Survey (ARMS), and the Inspector General's Organizational Inspection Program (OIP). Assume duties as directed by the Commander and the Chief of Staff. Performs additional duties as assigned.

Also assigned as a rated crew member and must be able to maintain a class 2 flight physical. Must be able to progress in readiness levels in day/night and NVG IAW TC 3-04.11 and AR 95-1. Must be able to maintain annual aircrew training program requirements IAW TC 3-04.11, AR 95-1 and the appropriate aircrew training manual. Retention of AGR position assigned to a flight position is contingent upon satisfactory participation in the aircrew training program (ATP) IAW TC 3-04.11 and AR 95-1. Removal from flight status may necessitate a lateral transfer to a non-flight coded position. If no such position is available, this may result in removal from the AGR program. Reasons for removal, are not limited to: Inability to maintain medical fitness for flight, failure to meet ATP requirements, or removal from flight program by the Commander for other reasons.

(This announcement revised on 12March26)

### 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. Only qualified applicants who meet branch requirements.
4. Only O-3 (DA Select and/or TIG of at least four (4) years) and O-4 may apply.
5. Applicant must be able to complete the Military Educational requirements commensurate with their military grade, per AR 135-18, Table 2-1 and applicable regulations.

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

**Required:**

1. DD 2992
2. DA 759
3. DA 7120
4. DA 7122

**Optional:**

1. Letters of recommendation. Maximum of 2.
2. Memorandum for record addressed to the selection panel explaining any application discrepancies.

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

1. Preferred applicant will have made PC in any Army aircraft.

**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 with the DCARNG T32 AGR program, if selected.
3. If applicant is O-3/ CPT, must be DA select and/or have four (4) years time in grade.

**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.
3. For all current AGR T32/T10 please indicate whether you are career status or within your initial AGR tour - include current AGR T32/T10 orders.

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).

**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.