DISTRICT OF COLUMBIA ARMY NATIONAL GUARD
AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT #: 26-030

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

Position: **S-3 Operations Officer** Position # TBD	Minimum Rank/Grade: **1LT/O2**	Maximum Rank/Grade: **CPT/O3**

MOS/AOC: 01A	Unit/Location: HHC 74th Troop Command Battalion DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	Opening Date: 18 March 2026	Closing Date: 17 April 2026

DUTIES AND RESPONSIBILITIES:

Primarily responsible for supporting the Battalion S3 in planning, coordinating, and supervising all current and future operations, including training and activities, by assisting with developing staff estimates, creating orders, tracking mission progress, and coordinating with subordinate units to ensure smooth execution of the battalion's missions. Responsible for matters pertaining to operations and training programs which include; Unit Status Reports (USR), Yearly Training Briefs (YTB), Army Training Requirements and Resources System (ATRRS), Integrated Personnel and Pay System - Army (IPPS-A), Department of the Army Mobilization Processing System (DAMPS), Army Training Information System (ATIS), Range Facility Management Support System (RFMSS), and other management/ resourcing systems (TAMIS, MOBCOP, QTC). Supervises a diverse work force of military personnel who are involved in plans, procedures, and operations affecting the readiness of the 74th Troop Command Battalion. Promotes acceptance and adherence of programs such as Sexual Assault Response Program, equal Employment Opportunity, and other special emphasis programs. Provides oversight for operational and readiness reports. Executes Battalion command level inspection programs for the organization. Remains updated with new policies, regulations and directives. Performs other duties as assigned. Proficiency in communication, Microsoft Office programs and Defense Travel System.

Mandatory Requirements and Skills at Time of Application:

1. Must be able to maintain a Secret Security Clearance.
2. Must be able to pass an Army Fitness Test and HT/WT screening within 30 days of start date.
3. Only qualified O-2s and O-3s may apply.

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" OER.

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:

N/A

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. This is an 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

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 in 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.