

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #: 25-031

****All Eligible DCARNG Members Are Eligible to Apply (Onboard DCARNG)****

Position: Recruiting and Retention Project Officer Position #05033973		Minimum Rank/Grade: 2LT/O1	Maximum Rank/Grade: 1LT/O2
MOS/AOC: 01A	Unit/Location: Recruiting and Retention Battalion DC National Guard Armory 2001 E. Capitol St SE Washington, DC 20003	Opening Date: 23 October 2025	Closing Date: 28 October 2025

DUTIES AND RESPONSIBILITIES:

Recruits and retains qualified Officers, Specialty Branch Officers, Warrant Officers and Enlisted for entry into the DCARNG in accordance with applicable regulations. Determines basic qualification eligibility and pre-qualifies individuals for accession. Manages, coordinates interviews, and packet preparation for all recruits within project scope. Conducts attrition management, and recruit interviews. Conducts strength maintenance interviews and briefings on a weekly basis. Analyzes audiences and occasions, prepares, and gives presentations about the DCARNG on such topics as missions, programs, facts, features, benefits, and opportunities. Must be able to pass a Position of Significant Trust and Authority (POSTA) background check once assigned. Must have at minimum 1-year of experience as a Recruiter and as a qualified MOS 31B. Performs additional duties as required.

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 have completed Officer Strength Manager course within past year.
3. Must be able to pass a Position of Significant Trust and Authority (POSTA) background check once assigned.
4. Must have at minimum 1-year of experience as a Recruiter and as a prior-enlisted qualified MOS 31B.
5. Must be SQL4-qualified.

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

N/A

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

N/A

SPECIAL INSTRUCTIONS:

1. The RRB mission often requires irregular work hours, including weekends and holidays.
2. Must be able to pass a Position of Significant Trust and Authority (POSTA) background check once assigned.
3. Must be able to meet all military education and FTS requirements in accordance with NGR 600-5, NGR 600-200, and current policies/directives.
4. The Selectee must uphold the highest standards of conduct and personal appearance.
5. Selectee must ensure that outside employment, associations, and off-duty conduct/activities are consistent with Federal directives on ethics and with State and Federal conflict of interest policies. This employment must not impact the unit mission accomplishment or unit readiness.
6. Must demonstrate the ability to effectively communicate verbally and in writing.
7. Must possess a valid driver's license and be able to become qualified to operate vehicles organic to the unit.

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's rank/name:

Applicant's Email:

Applicant Status:

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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.