



District of Columbia Army National Guard

AGR (OTOT) Announcement

24-005



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION ng.dc.dcarng.list.ngdc-agr@army.mil	OPENING DATE: 08 February 2024	CLOSING DATE: 09 March 2024
	Position Title: MILPAY NCO Max Grade: SSG (E6) Min Grade: SPC (E4) Selectee will be assigned to a compatible military position of: 36B.	
	Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer	
Position Location: G-1, HHD, JFHQ 2001 East Capitol Street, S.E. Washington, DC 20003-1719	AREA OF CONSIDERATION: GROUP II (DCARNG Member ONLY)	
INSTRUCTIONS FOR APPLYING: This office will <u>NOT</u> accept mailed applications. You must send applications electronically. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u>		
AGR REQUIRED DOCUMENTS (in 1 email attachment): <ol style="list-style-type: none">1.) NGB 34-1 Application for AGR Position with original signature https://www.ngbpmc.ng.mil/Forms/NGB-Form/2.) Separate sheet of paper with email address and additional point of contact number(s) SM and 2 references3.) Copy of last five OERs/NCOERs (<i>as applicable</i>)4.) MEDPROS printout with date of current PHA and PULHES included (<i>within 12 months</i>)5.) Copy of Medically Signed/Completed Medical Profile (<i>as applicable</i>)6.) Validated Selection Board Record Brief within the last 30 days: https://arngg1.ngb.army.mil/v3/SelfService/Careercenter/RBMain.aspx7.) Provide printout/screenshot of digital job book: https://atn.army.mil/mytraining/JobBook/jbPhysicalTraining.aspx8.) Current copy of NGB 23b (RPAM Statement). (<i>within 12 months</i>)9.) Copy of all DD 214s10.) Copy of State driver's license and military driver's license.11.) Letter(s) of recommendation (<i>optional</i>)12.) A current Security Verification Memorandum with at least a Secret Clearance level (within 90 days of closing date) <p><i>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 21-300 – SGT DOE, JOHN A</i> Email subject will be in the same format.</p>		
Conditions of Employment: National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Evaluation Process: Applicants will be evaluated solely on 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 the POC 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.		

Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGB Regulation 690-600 and ANGR 40-1614.



The District of Columbia Army National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted until the day following the closing date.

Announcement Number: 24-005

Position: MILPAY NCO

Description: Responsible for tracking and adjudicating AC/RC military pay transactions within the Defense Joint Military Pay System. Process, verify AC/RC transactions in WebDMO. Research and pay audits on complex cases. Develop and disseminate weekly report to the DCARNG for transparency and predictability of financial transactions. Additionally, manage incentives payments via the Guard Incentive Management System (GIMS) and Case Management System (CMS). This position will have additional duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. Must meet physical fitness standards in IAW AR 600-9.
3. Must continue to meet requirements of AR 135-18 and NGR 600-5.
4. Must Be MOS qualified.

Additional Requirements/ Documents from Applicant: N/A

Eligibility Requirements:

1. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separations.
2. Must meet the military and civilian education requirements that has not been waived by the approval authority.
3. Soldiers must be able to receive a favorable suitability screening during the accessions process as outlined in applicable service component regulations.
4. IAW AR 135-18, Table 2-3, Rule H, if the applicant does not meet the entry requirements defined in Table 2-1 and Table 2-2, the disqualification must be waived by the proper authority (if applicable).

AGR Employment Points of Contact:

HR Specialist: SGT Billie Gould, billie.c.gould.mil@army.mil / 202-685-9767 (DSN 3259767)

HR NCO: SFC Norrelle Combest, norrelle.p.combest.mil@mail.mil / 202-685-9767 (DSN 325-9767)