

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #: 26-045

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

Position: Commander, RRB BN Position # 03186849, 001/01	Minimum Rank/Grade: <h2 style="text-align: center;">MAJ/O4</h2>	Maximum Rank/Grade: <h2 style="text-align: center;">LTC/O5</h2>
MOS/AOC: <h2 style="text-align: center;">01A</h2>	Unit/Location: DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	Opening Date: <h2 style="text-align: center;">16 May 2026</h2>
		Closing Date: <h2 style="text-align: center;">31 May 2026</h2>

DUTIES AND RESPONSIBILITIES:

The RRC serves as the primary advisor to the senior leadership of the State on all matters pertaining to SM. RRC responsibilities are as follows:

- a. Develop, implement, and monitor the State SM Program based on guidance from NGB and State leadership.
- b. Develop and implement long-range, mid-range, and short-range planning guidance ensuring adequate funding, training, advertising, and logistical support is allocated for RRB operations.
- c. Study impacts, conduct organizational plans and strength studies that integrate demographic analysis for military command structure location/relocation, organizations, and reorganizations. Evaluate the impact of command structure changes on the future structure and composition of the ARNG and SM. Ensure that RRNCOs are focusing on the most lucrative markets through market share analysis.
- d. Develop and implement presentations and informational briefings to diverse centers of influence (COI) such as deans of medical schools, colleges, universities, secondary school committees, superintendents of school districts, principals, guidance counselors and other school officials regarding the ARNG State and federal mission and educational benefit programs.
- e. Oversee agencies and RRB leaders to manage and supervise the hiring, placement, assignment of RRB personnel and ensure the completion of local and centralized suitability screening of all ARNG/ARNGUS personnel serving in or nominated for designated positions, recruiters, training cadre, recruiting officers, recruiting warrantofficers at the company level and below, and all Soldiers performing a direct recruiting function that supports the accomplishment of the recruiting mission. Ensure personnel serving in designated positions are rescreened every 3 years from the date of their initial assignment to the position.
- f. Review and incorporate the following into the State SM plan: NGB established enlistment criteria, incentive policies, benefit programs, training, and career development policies for RRB functional positions, national SM programs, and initiatives.
- g. Develop, implement, and manage a comprehensive SM awards/recognition program that provides incentives for the RRB, traditional Soldiers, and COIs.
- h. Develop and publish State plans and policies pertaining to SM.
- i. Monitor and evaluate unit strength throughout the State to determine SM trends and provide recommendations for improvement.
- j. Ensure that all unit leaders and FTS personnel are adequately trained to implement the State SM program and develop unit SM plans.
- k. Develop and implement RRB apprenticeship training programs that includes training before and after SM schooling, sustainment/refresher training, and remedial training.
- l. Develop a performance review process that measures job performance and outlines the courses of action to be followed when a member of the RRB fails to maintain duty proficiency and perform to established standards.
- m. Adjudicate processing issues at the MEPS by participating in the Inter-service Recruiting Committee (IRC).
- n. Ensure that position vacancies (enlisted, officer and warrant officer) are posted within the system of record to facilitate accessions.
- o. Mandate frequent usage of Army Recruiting Information Support System (ARISS)/Accessions Information System (AIE) within the RRB and monitor compliance.
- p. Ensure that IPERMS processing is completed accurately to allow new Soldier personnel data record to transfer from ARISS/AIE to other personnel accountability systems (IPPS-A/IPERMS).
- q. Maintain good order and discipline by tracking violations of recruiting and training cadre suitability, recruiter irregularities, and any other violations of military discipline.
- r. Authorized to approve spending of FARC funds for commercial and sales training not to exceed \$5,000 per event. FARC expenditures for commercial and sales training exceeding \$5,000 for a single event requires ARNG-HRR Division Chief approval.
- s. Authorized to approve spending of up to \$15,000 FARC funds annually for commercial and sales training. FARC expenditures for commercial and sales training exceeding \$15,000 annually requires ARNG-HRR Division Chief approval.
- t. Appoint risk management and internal control (RMIC) personnel to complete audits of special duty assignment pay (Appendix C).
- u. Utilized Full Time Support Management Control System (FTSMCS) to accurately code all personnel assigned (AGR and ADOS) to the RRB.
- v. Develop, implement, and manage a comprehensive Commander's Recruiting Standards Program (CRSP) to support the Army National Guard's current Strength Maintenance Standards Program (SMSM). The CRSP will include but is not limited to:
 - (1) Detailed internal packet Quality Controls (QC) with annotated accountability measures and a final packet approving authority.
 - (2) Guidance for recruiters and battalion operations on identifying and correcting Administration Errors (AE) regarding packet processing.
 - (3) Guidance that addresses and implements detection, prevention, and mitigation of Recruiter Irregularities (RI).
 - (4) Standardized Recruiter Irregularity processing guidance.

Mandatory Requirements and Skills at Time of Application:

1. Must have a minimum security clearance of SECRET
2. Minimum grade - MAJ/O-4, 4 year TIG / MEL-4 and JPME I complete
3. Must meet all eligibility requirements in accordance with AR 600-9, AR 40-501, AR 135-18, and NGR 600-5.
4. Must meet the suitability screening requirements identified in AR 600-78 or superseding guidance for appointment to a position of significant trust and authority (POSTA).
5. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separations.

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.

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 two)

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

SPECIAL INSTRUCTIONS:

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 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.