

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

OTOT- 2 YEARS



ANNOUNCEMENT #: 26-024

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

Position: IST Coordinator NCO Position # TBD		Minimum Rank/Grade: SPC/E4	Maximum Rank/Grade: SSG/E6
MOS/AOC: 00F	Unit/Location: Recruiting and Retention Battalion DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	Opening Date: 26 February 2026	Closing Date: Open until filled

DUTIES AND RESPONSIBILITIES:

The primary function of the Inter-State Transfer (IST) and In-Service Recruiting (ISR) Process Specialist is to ensure the successful transition of ARNG Soldiers between States and coordinate the accession of Active-Duty Soldiers into the ARNG. Duties are as follows:

- Follow applicable State and federal regulatory guidance and current policies to determine the enlistment and incentive eligibility of Soldiers desiring IST or in-service enlistment.
- Identify and contact the new unit of assignment for all Soldiers obtaining an IST or in-service enlistment. Obtain the name and phone number of a sponsor.
- Coordinate and maintain contact, as applicable, between the gaining and losing State IST/ISR, the Reserve Component Career Counselor (RCCC), and the national IST/ISR help desk to ensure completion of all transfers and in-service enlistments.
- Prepare and conduct briefings to units and installations to streamline and improve the IST/ISR process.
- Prepare and process After Action Reviews (AARs), information papers, production reports and other correspondence as required and make recommendations to the RRC to improve IST/ISR processes.
- Submit IST worksheets and documents through RMS for both incoming and outgoing ISTs.
- Monitor and update the REQUEST System for daily managing of ARNG unit vacancies' functionality, to include maintaining unit information and unit POC. Ensure current and accurate vacant positions are posted within the REQUEST system using the AUVS.

Mandatory Requirements and Skills at Time of Application:

- Must have a minimum security clearance of SECRET
- Must be fully MOS qualified or obtain MOS qualification within 1 year of assignment.
- Only E4s eligible for promotion to E-5, E-5 or E-6 may apply. Only E-4/E-5 may re-train for MOS qualification within 1 year of assignment. E-6 must possess 42A30 at time of application.
- Must possess a valid State driver's license.
- Must be able to pass an Army Fitness Test and HT/WT screening within 30 days of start date.
- Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.

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" NCOER.

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:

1. Demonstrates initiative and ability to work independently in a high tempo work environment
2. Proficient in Microsoft Office Suite and Adobe Pro
3. Effective written and verbal communication skills
4. Excellent organizational skills with strong attention to detail
5. Prior experience at the unit or battalion level preferred

SPECIAL INSTRUCTIONS:

1. Selectee must uphold the highest standards of conduct and personal appearance.
2. 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.
3. Current T32 AGR outside DCARNG or T10 Soldiers must separate from their current orders and start a One-Time Occasional Tour with the DCARNG T32 AGR/OTOT program if selected.
4. All AGR/OTOTs are subject to review of Retention Control Points considering their total Active Federal Service years.
5. This position is a 2-year One-Time Occasional Tour and selectee will not be accessed onto the career AGR program. OTOTs are allowed to apply for career AGR positions.

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: T32 T10 AGR ADOS M-Day

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. 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 ACFT 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 ACFT 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 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 a 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.