

# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



## ANNOUNCEMENT #: 24-012

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

<b>Position:</b> Battalion XO/Operations Officer  03186853		<b>Maximum Rank/Grade:</b>  <b>MAJ/O4</b>	<b>Minimum Rank/Grade:</b>  <b>CPT/O3</b>
<b>MOS/AOC:</b>  01A	<b>Unit/<del>Location</del>:</b>  DCARNG Recruiting and Retention Battalion	<b>Opening Date:</b>  2024 May 13	<b>Closing Date:</b>  2024 July 25

### DUTIES AND RESPONSIBILITIES:

Serve as the Operations Officer and Executive Officer for the Recruiting and Retention Battalion. This position is the second in Command and serves as the principal staff officer. Directly responsible to the RRB for ensuring the Staff is coordinated, synchronized, and supervised. Duties include, but are not limited to:

- Directs staff tasks, conducts staff coordination and synchronization, and ensures efficient and prompt completion of activities.
- Primary POC and responsible for congressional and legislative inquiries.
- Monitors all overall operations and supervises planning of future operations.
- Serves as the Military POC for Family Support.
- Represents Commander in his/her absence.
- Establishes and enforces staff operating procedures.
- Ensures the Commander and the staff are informed on matters affecting the RRB.
- Supervise and direct financial operations.
- Responsible for assembling and supervising the staff ensuring a coordinated and synchronized plan.
- Ensure accurate information flow between the staff and the field regarding staff recommendations and the Commander's intent.
- Monitor overall operations and supervise the planning of future operations.
- Oversee the overall readiness of the RRB personnel.
- Serves as the material readiness officer and supervising unit status reporting.
- Coordinates RRB logistical, GSA Fleet Management, and Defense Travel support.
- Recommend or administer disciplinary action as required.
- Assist in the hiring and dismissal of members of the RRB as directed by the Commander under the applicable provisions.
- Assist and advise the Commander on Strength Maintenance operations, training, administration, marketing and personnel matters.
- Perform all additional duties as determined by the Commander.

## **MANDATORY REQUIREMENTS AT TIME OF APPLICATION:**

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

## **PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:**

1. Budget, contract administration, and financial systems access and/or experience (GFEBS, PIII, PCF, RMOL) is highly preferred.

## **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. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separations.
3. Must meet the military and civilian education requirements that has not been waived by the approval authority.
4. Soldiers must be able to receive a favorable suitability screening during the accessions process as outlined in applicable service component regulations.
5. Prior to entry on AD or FTNGD in the AGR Program, must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV), per AR 40-501 and AR 600-110.
6. Must meet all eligibility requirements in accordance with AR 600-9, AR 40-501, AR 135-18, and NGR 600-5.
7. 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).
8. Soldier must meet eligibility requirements in accordance with PPOM 15-040 POSTA dated 16 December 2016, suitability and security screening policy for personnel identified to occupy a position of significant trust and authority. (POSTA)
9. Sensitivity Duty Assignment Eligibility Questionnaire (DA Form 7424)

**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 POST screening. 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 in Recipient address for AGR Applications, which is: [ngdcagrbranch@army.mil](mailto:ngdcagrbranch@army.mil)
2. The AGR Management team will provide notification that your application has been received.

**Applicant's rank/name:**

**Applicant's Email:**

**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**. 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. 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. Secret Security Clearance**. 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)

**NOTE:** Please ensure that all required documents (As Applicable) on the checklist are included with your application. 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.

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 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.