



# District of Columbia Army National Guard

## AGR Announcement

### 23-008



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| <b>APPLICATION MUST BE FORWARDED TO:</b><br><br>IN ORDER TO RECEIVE CONSIDERATION<br><a href="mailto:BILLIE.C.GOULD.MIL@ARMY.MIL">BILLIE.C.GOULD.MIL@ARMY.MIL</a><br><a href="mailto:VICTORIA.MCNAMARA@US.AF.MIL">VICTORIA.MCNAMARA@US.AF.MIL</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>OPENING DATE:</b><br>02 March 2023                                                                                                                                           | <b>CLOSING DATE:</b><br>01 April 2023 |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Appointment Status</b><br><input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer                             |                                       |
| <b>Position Location:</b><br>372nd Military Police Battalion<br>DC National Guard Armory<br>2001 E Capitol St, Washington DC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>AREA OF CONSIDERATION: GROUP III</b><br>All individuals eligible for entry into the DCARNG<br>(Nationwide Announcement)                                                      |                                       |
| <b>INSTRUCTIONS FOR APPLYING:</b><br>This office will <b><u>NOT</u></b> accept mailed applications. You must send applications electronically. <b><u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></b><br><b>AGR REQUIRED DOCUMENTS (in 1 email attachment):</b><br>1.) NGB 34-1 Application for AGR Position with original signature<br><a href="https://www.ngbpmc.ng.mil/Forms/NGB-Form/">https://www.ngbpmc.ng.mil/Forms/NGB-Form/</a><br>2.) Separate sheet of paper with email address and additional point of contact number(s) SM and 2 references<br>3.) Copy of last five OERs/NCOERs ( <i>as applicable</i> )<br>4.) MEDPROS printout with date of current PHA and PULHES included ( <i>within 12 months</i> )<br>5.) Copy of Medically Signed/Completed Medical Profile ( <i>as applicable</i> )<br>6.) Current copy of DA 705 ( <i>within 6 months</i> )<br>* If body fat information is not included on DA 705, a DA 5500-R/5501-R is required.<br>7.) Current Certified copy of ERB/ORB (Must be certified by RNCO <i>within 12 months</i> )<br>8.) Current copy of NGB 23b (RPAM Statement). ( <i>Within 12 months</i> )<br>9.) Copy of all DD 214s<br>10.) Copy of State driver's license and military driver's license.<br>11.) Letter(s) of recommendation ( <i>optional</i> )<br>12.) A current Security Verification Memorandum with at least a Secret Clearance level (within 90 days of closing date)<br><b>*All documents must be consolidated into a single pdf file.</b> DO NOT put in PDF Portfolio format. Save applications in the following format: <b>MVA number, Rank, Last name, First name, Middle Initial.</b> Ex: 21-300 – SGT DOE, JOHN A<br>Email subject will be in the same format. |                                                                                                                                                                                 |                                       |
| <b>Conditions of Employment:</b><br><b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard.<br><b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                 |                                       |
| <b>Qualifications:</b><br>1. Must be able to retain a SECRET security clearance.<br>2. Must meet physical fitness standards in IAW AR 600-9.<br>3. Must continue to meet requirements of AR 135-18 and NGR 600-5.<br>4. Have the ability to become MOS qualified within 12 months.<br>5. Must have leadership and supervisory experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                 |                                       |

**Additional Required Documents from Applicant:**

- 1) GCSS-Army training certificates for Unit Level Logistics
- 2) Completed Unit Level Logistics Training at the Professional Education Center (PEC)
- 3) Understanding of Local Purchase requirements and processes
- 4) Military Driver's License
- 5) Hazmat driver or certifier with experience in Class V operations

**Duties and Responsibilities:**

Serves as the Supply SGT. Selected individual will be responsible for overseeing, evaluating, and processing all Logistics-related matters for the company. As the Unit Supply Sergeant, individual supervises or performs duties involving requests, receipt, storage, issue, accountability, and preservation of individual, organizational, installation and expendable supplies and equipment; receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and returns organization and installation supplies and equipment. Prepare all unit/organizational supply documents. Maintain automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and Ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Provide technical guidance to lower-grade personnel. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Individual is responsible for creating requisitions for all transactions to property books and supporting documents files. Coordinates with company and battalion staff to ensure that equipment and supplies are available and ready for events and other training activities as scheduled. Performs operator duties and unit level maintenance functions on assigned computer systems and equipment (GCSS-Army, ISM, DTS, CCDF, etc.). Additional duties as assigned.

**AGR Employment Points of Contact:**

HR Specialist: SPC Gould Billie / [billie.c.gould.mil@army.mil](mailto:billie.c.gould.mil@army.mil) / 202-685-9767

AGR Staffing/ AGR Manger: MSgt McNamara, Victoria A/ [victoria.mcnamara@us.af.mil](mailto:victoria.mcnamara@us.af.mil) / 202-685-9779