



# District of Columbia Army National Guard

## AGR Announcement

### 04- 531



<b>APPLICATION MUST BE FORWARDED TO:</b> Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>APPLICATION MUST BE RECEIVED ON OR BEFORE CLOSING DATE BY <u>1600 HRS</u> IN ORDER TO RECEIVE CONSIDERATION</b>	<b>OPENING DATE:</b> 12 October 2004	<b>CLOSING DATE:</b> OPEN UNTIL FILLED
	<b>Position Title, Series, Grade, Salary Range</b> Administrative NCO <b>Par Ln:</b> 172A 07 <b>Maximum Military Rank:</b> E5	
	Selectee will be assigned to a compatible military position. <b>Military Duty Assignment:</b> 42L	
<b>Position Location:</b> Medical Detachment 3 DC Armory, Washington, DC	<b>Appointment Status</b> <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Officer	
<b>AREA OF CONSIDERATION: AGR: All Sources, AGR Resource Available.</b>		
<b>Special Remarks: N/A</b>		
<p align="center"><b>Instruction for Applying / AGR Required Documents:</b></p> <p align="center"><b>No exceptions to this rule. All documents must be submitted or application package will not be considered for full-time employment.</b></p> <p>This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. HRO will not copy or return any application packages. All application is final and no additional document (s) to application package will be added or deleted after submission. All submitted documents must be current and complete.</p> <p align="center"><b><u>AGR REQUIRED DOCUMENTS:</u></b></p> <p align="center"><b><u>No binders please</u></b></p> <ol style="list-style-type: none"> <li>1. NGB 34-1, Application for Active Guard/ Reserve (AGR) Position with <b><u>original signature</u></b>. <b><u>Date Oct 2002</u></b></li> <li>2. Photocopies of the last five NCOER applicable from E-5. E5 and below must submit a letter from Unit Commander.</li> <li>3. 201 File photograph in Class A military uniform (dress greens), taken within the past <b><u>12 months</u></b>.</li> <li>4. Photocopy of the most recent physical examination (SF88 and SF93) or (DD 2808 and DD 2708-1).</li> <li>5. Current copy of DA 5500-R/ 5501-R Body Fat Content Worksheet. <b><u>(Within 1 year)</u></b></li> <li>6. Current passing copy of DA 705 APFT. <b><u>(Within 1 year)</u></b></li> <li>7. Current DA Form 2-1 (Must be certified by PSNCO). <b><u>(Within 1 year)</u></b></li> <li>8. Current PQR 1780. <b><u>(Within 1 year)</u></b></li> <li>9. Current copy of NGB 23b. <b><u>(Within 1 year)</u></b></li> <li>10. Copy of all DD 214. <b><u>(If applicable)</u></b></li> <li>11. Copy of State Driver license and Military driver license.</li> </ol>		
<b>Condition of Employment:</b> <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>AGR Employment Questions:</b> MSgt Stepfaine Bowman, AGR Staffing Specialist can be reached at 202-685-9772 or DSN 325-9772.		
<b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (NGB34-1). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Army National Guard



Is an Equal Opportunity Affirmative Action Employer

**AGR Announcement Number:** 04-531

**Position:** Administrative NCO

**Brief Description of Duties:**

Types military and nonmilitary correspondence in draft and final copy. Performs typing and clerical duties shown at preceding level of skill and provides technical guidance on administrative matters to typists and clerical personnel. Prepares reporting form, posting data to form as it is compiled. As required, perform some calculations; i.e., averages, ratios, etc., in developing more effective reporting presentations. Maintains office files such as correspondence, subjective and transitory, and publications, library according to established functional file system involving classification of materials into a number of subject headings and subheadings. Operates duplicating/photocopy equipment and/or office machines such as adding machine, calculator, work processing equipment, etc. Answers telephone provides general information from office files, records and knowledge of the organization. Refers calls to supervisor or appropriate personnel and take messages for return calls. Sorts incoming mail determines which to personally prepare replies for. Composes and types replies to routine inquiries when information requested can be obtained from files or from brief instructions in letter content. Processes classified mail in accordance with applicable security. Performs other duties as assigned.

**Qualifications:**

1. Must continue to meet requirements of AR 135-18 and NGR 600-5.
2. Must have a security clearance of secret, or be able to obtain a clearance within the first year of AGR tour.
3. Incumbent is required to be or become fully MOS qualified in 42L with 12 months.
4. A minimum score of **90** in aptitude **CL**.
5. Ability to type at a minimum speed of **25 net words** per minute.

**Eligibility Requirements:**

1. Applicants who have voluntarily separated from AGR Program are not eligible to re-enter for one year from date separation.
2. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date.
3. Must be able to complete 3 years prior to 18 years Active Federal Service.
4. Ineligible if involuntarily separated from AGR program.
5. Applicant must have 3 Years remaining on current enlistment or re-enlist prior to first day of tour to meet this requirement.
6. Prior to entry on AD or FTNGD in the AGR Program, must be medically certified as drug free, be tested negative for human immune deficiency virus (HIV) and not re pregnant, per AR 40-501 and Ar 600-110. Must meet body composition/ weight control standard prescribed by AR 600-9.
7. Pregnancy testing for female soldiers will be accomplished no more than 15 days prior to initial entry.
8. Chapter 3 physicals must be accomplished:
  - a. At an active military medical treatment facility, ARNG or USAR medical units, or through the Federal Strategic Health Alliance (FEDS\_HEAL) Program.
  - b. Within 24 months prior to initial entry into the AGR program. Chapter 3 physicals older than 24 months cannot be used to access soldiers into the AGR program. Soldiers with Chapter 3 physicals that are more than 6 months but less than 24 months old prior to the soldier's projected accession into AGR program must submit a DA Form 7349 reviewed and validated, through a personal interview, by State/ Territory Surgeon or Health Care Provider Designee (physician, physician's assistant or nurse practitioner). The DA Form 7349 must be accomplished within 60 days prior to the first day of AGR duty to ensure that Chapter 3 standard continue to be met.

**Current Unit assignment, MOS/SSI and Military grade must be included on application.  
Incomplete application will not be considered for employment.**