



# District of Columbia Army National Guard

## AGR Announcement

### 04-528



<p><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</b>          CLOSING DATE BY <b><u>1600 HRS</u></b>  <b>IN ORDER TO RECEIVE CONSIDERATION</b></p>	<p><b>OPENING DATE:</b>          21 Sept 2004</p>	<p><b>CLOSING DATE:</b>          Open Until Filled</p>
<p><b>Position Location:</b>          260<sup>th</sup> Military Police Company          DC Armory, Washington DC 20003</p>	<p><b>Position Title, Series, Grade, Salary Range</b>  <b>Executive Administrative</b>  <b>Par Ln 001 13</b>  <b>Maximum Military Rank: E4 – E5</b>          Selectee will be assigned to a compatible military position.  <b>Military Duty Assignment: 42L</b></p>	
<p><b>AREA OF CONSIDERATION:</b>  <b>AGR: All Sources, AGR Resource Available</b>  <b>All E3 applicants need to be promotable to the rank of E4</b></p>		
<p><b>Special Remarks:</b></p>		
<p><b>INSTRUCTION FOR APPLYING:</b> This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit <b>all documents</b> will <b>result in your application not being considered for employment</b>. Applicant's application must contain current unit assignment, MOS/SSI and military grade. All submitted documents <b>must be</b> current.</p> <p><b><u>AGR REQUIRED DOCUMENTS:</u></b>  <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>original signature</b>. <b>Dated Oct 2002</b></li> <li>2.) Photocopies of last five NCOER applicable for E5 – E9 or OER. <b>For E5 and below letter from Commander.</b></li> <li>3.) 201 file photograph in Class A military uniform (dress greens), taken within the last past <b>12 months</b>.</li> <li>4.) Photocopy of 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>(Within 1 year)</b></li> <li>6.) Current passing copy of DA 705 APFT.</li> <li>7.) Current DA Form 2-1 (Must be certified by PSNCO). <b>(Within 1 year)</b></li> <li>8.) Current GPFM 1790. <b>(Within 1 year)</b></li> <li>9.) Current copy of NGB 23b. <b>(Within 1 year)</b></li> <li>10.) Copy of all DD 214. <b>(If applicable)</b></li> <li>11.) Copy of State driver license and Military driver license. <b>(If applicable)</b></li> </ol>		
<p><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.</p>		
<p><b>AGR Employment Questions:</b> MSgt Stepfaine Bowman, AGR Staffing Specialist can be reached at 202-685-9772 or DSN 325-9772.</p>		
<p><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.</p>		
<p><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.</p>		

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: 04-528**

**Position:** Executive Administrative 42L

**Brief Description of Duties:**

Provides secretarial, filing and typing support for the headquarters/unit of assignment. Receives visitors and telephone calls and exercises judgment in screening those, which can be handled personally, or referral to other staff members. Schedules appointments and makes arrangements for meetings in accordance with instructions from supervisors. Receives incoming correspondence, screening material prior to distribution for suspense dates, establishing controls, and following up for the supervisor. Maintains office files required. Types from plain, copy, rough draft, or by selecting information from source data, a variety of material including military and non-military correspondence and report summary sheets. Performs all other assigned duties.

**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**.
4. A minimum score of **95** in aptitude area **CL**.

**Eligibility Requirements:**

1. Applicants who have voluntarily separated from the 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 the AGR program.
5. Applicant must have 3 years remaining on current enlistment or reenlist 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 be 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 the AGR program must submit a DA Form 7349 reviewed and validated, through a personal interview, by the 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.**