



# Delaware Army National Guard Active Guard Reserve (AGR) Position Vacancy Announcement

SECTION I: ADMINISTRATIVE				
Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5				
Position Title Recruiting and Retention Officer		Vacancy Number 09-AR-24		Open Date 23 FEB 2024
				Close Date 24 MAR 2024
MIL PARA/LIN TBD	IPPS-A POS# TBD	BRANCH/AOC Immaterial/O01A	FTM PARA/LIN 400A/04	Minimum Grade: 2LT/O1
				Maximum Grade: CPT/O3
Duty Station Name and UIC: Recruiting and Retention Battalion (W90HAA)			Duty Location Address: First Regiment Road, Wilmington, DE 19804	
AGR BRANCH CONTACT INFORMATION				
Email: <a href="mailto:NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL">NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL</a>			Phone: (302) 326-7476 or (302) 362-7474	
SECTION II: AREA OF CONSIDERATION				
Zone 1 Restricted Statewide (On-Board DEARNG Active Guard Reserve (AGR) Soldiers Only)				
Zone 2 Unrestricted Statewide (DEARNG AGR & Traditional Soldiers)				
Zone 3 Nationwide (DEARNG AGR/Traditional Soldiers & those eligible to become a DEARNG member)				
SECTION III: DUTIES AND RESPONSIBILITIES OF POSITION				
Develop and implement short, mid, and long range planning guidance for the RRB; Ensure adequate funding and training is allocated for both the successful operation and support of the RRB; Develop, review, and publish key recruiting and retention publications for both the state and battalion; Plan, develop, and implement battalion production meetings bimonthly; Participate in Inter-service Recruiting Committee (IRC) meetings at three MEPS locations across the commonwealth; Supervise and lead a robust recruiting and retention operations section encompassing CUOPS, FUOPS, IST/ISR, BN Trainers, and MEPS Guidance Counselors; Supervise internal orders production and accompanying budget, battalion DTS management, and multiple training support systems utilization; Develop processes and procedures to streamline the internal recruit production process to assist the battalion in meeting its production mission.				
SECTION IV: MINIMUM PROGRAM ENTRY REQUIREMENTS				
For initial entry and subsequent retention in the Full-Time Military Title 32 Section 502(f) Active Guard Reserve (AGR) Program, applicant must meet and maintain the qualifications below and other standard IAW NGR 600-5, AR 135-18, AR 40-501, AR 600-9, AR 600-10, and other regulations				
<p>Must be in Ready Reserve Status:</p> <ul style="list-style-type: none"><li>Be a member of the RC of the Army to which the application for entry in the AGR Program is made.</li><li>Be at least 18 years of age and less than 55 years of age for initial entry.</li></ul> <p>Physical and Medical:</p> <ul style="list-style-type: none"><li>Prior to entry to Active Duty in the AGR Program, must be medically certified as drug free and meet standards in AR 600-110 in reference to HIV.</li><li>Must meet body composition standards prescribed in AR 600-9</li><li>When appropriate, the Soldier must also meet the medical fitness standards for flying duty per AR 40-501, or the medical fitness standards for miscellaneous purposes per AR 40-501. If physical, upper, lower, hearing, eye, psychiatric numerical indicator of P3 or P4, then the requirements of AR 635-40 must be met prior to accessioning into the AGR Program.</li><li>Must be able to perform functional activities, including living in an austere environment, without worsening the medical condition as outlined in AR 635-40</li><li>Have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501 conducted within last 12 months.</li><li>Must have passed a record Army Combat Fitness Test within the last 6 months.</li></ul> <p>Military Education:</p> <ul style="list-style-type: none"><li>If an officer in the grade of Lieutenant, must be able to complete the Basic Officer Leaders Course.</li><li>If an officer in the grade of Captain, must be a graduate of the Basic Officer Leaders Course.</li></ul> <p>Mandatory Separation:</p> <ul style="list-style-type: none"><li>Able to complete a three (3) year initial tour prior to the date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.</li></ul> <p>Grade and Specialty:</p> <ul style="list-style-type: none"><li>Must possess the grade equal to or below that authorized for the AGR Duty position.</li><li>Must possess the branch area of concentration (AOC) commensurate with the AGR duty position. If MOS is mismatched, the HRC career manager must approve prior to assignment.</li></ul> <p>Reenlistment or Extension:</p> <ul style="list-style-type: none"><li>If an enlisted Soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS) or AR 140-111 (USAR)'s provisions pertaining to AGR Soldiers. Selected individuals must extend their ETS for a period equal to the initial AGR tour.</li></ul> <p>Security Clearance:</p> <ul style="list-style-type: none"><li>Possess the valid security clearance required for the grade, MOS/AOC, and duty position.</li></ul> <p>Not be under suspension of favorable personnel actions (flagged) per AR 600-8-2 or barred from reenlistment.</p>				

## SECTION V: SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Security Clearance: Must have or be able to obtain a SECRET security clearance.
- Driver's License: Must possess State Driver's License and qualified (or eligible to become qualified) to operate military vehicles organic to the unit.
- Uphold the highest standards of conduct and personal appearance.
- Subsequent full-time support mandatory training at the Professional Education Center (PEC) is required for this position.
- If applicant was unable to take an ACFT within the last 6 months due to no fault of his/her own, he/she will be required to take an ACFT within the first 30 days of hire. A failing score will result in immediate release from the AGR Program.
- Applicants in the grade of O3 cannot exceed more than two years' Time in Grade (TIG) by the anticipated start date of 01 May 2024.
- If applicant is enlisted, a Certificate of Eligibility (COE) must be provided with the packet.
- Must submit Live Scan Authorization and DD Form 369 (Police Record Check) with application. As a condition of employment, all DEARNG applicants must meet State and Federal Position of Significant Trust and Authority (POSTA) screening requirements. Failure to pass the national level POSTA screening, or becoming ineligible to occupy a POSTA, will result in immediate removal from the AGR program.
- A shaving profile is NOT permitted.

## SECTION VI: LENGTH OF TOUR/PROBATIONARY PERIOD

AGR Soldiers will not be promoted into a position other than the one they were hired for nor reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or command directed reassignments. All AGR Soldiers will be evaluated for their potential for continued active service during their initial (3) year probationary period. During this probationary period, the DEARNG may terminate the individual's employment for any reason. Soldiers who do not achieve an acceptable level of performance may be released IAW NGR 600-5. Soldiers who voluntarily separate from the AGR Program are not eligible to re-enter for one year from date of separation.

## SECTION VII: INSTRUCTIONS FOR APPLYING

All applications will be sent to the [NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL](mailto:NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL). Failure to submit all required documents as outlined below will result in your application not being considered for employment. A lack of required documentation requires the applicant to submit written justification to certify the eligibility.

- **DNG AGR Application Packet Checklist**
- **AGR Vacancy Announcement** (This form)
- **NGB Form 34-1** (Application for Active Guard/Reserve (AGR) Position)
- **DNG Applicant Point-of-Contact Data Form**
- **State Driver's License** (valid & unexpired) & **Military Driver's License** (if applicable)
- **Individual Medical Readiness (IMR) Record** Must have Physical Health Assessment dated within the last 12 months & HIV screening within 24 months to be valid
- **Current Physical profiles** (DA Form 3349) for medical and physical limitations (If applicable)
- **Certified Officer/Enlisted Record Brief** (ORB/ERB)
- **Statement of all active service performed:**
  - **NGB Form 23B** Retirement Points Accounting Management (RPAM) Statement Army National Guard Retirement Points History Statement). For other services, equivalent retirement point's statement will be accepted.
  - **Certificate of Release/Discharge** (DD Form 214, or DD 220's)
  - **DD Form 1506** (Statement of Service).
- **DA Form 705** (Army Combat Fitness Test Scorecard) last entry must be **passing, within 6 months, and must remain current for a minimum of 30 days from date of placement**. DTMS screenshot documenting last 3 physical fitness tests.
- **DTMS Height & Weight Screenshot** **passing results within 6 months and must remain current for a minimum of 30 days from date of placement**.
- **DA Form 5500-R or DA Form 5501-R** (if applicable) to verify Army Body Composition Program Compliance
- **Security Manager Memorandum** verifying clearance level and date granted.
- **OER/NCOR** (E5 and above) Last 3 Officer/Noncommissioned Officer Evaluation Reports
- **Letters of recommendation** (mandatory for E4 or below)
- **Standard Form 181** (Ethnicity and Race verification)
- **Professional Certifications, Resume, or Biographical Sketch** (optional)

## SECTION: VIII: IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Blank forms can be located on the DEARNG GKN site ([Army AGR Program \(sharepoint-mil.us\)](https://www.de.ng.mil/join/full-time/)) and the DEARNG Official Website (<https://www.de.ng.mil/join/full-time/>)
- Applications must be typed or printed in legible dark ink, signed, and dated. Incomplete application packages (i.e., failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Applications will be submitted to [NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL](mailto:NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL) as one (1) scanned/combined PDF attachment **no later than 2359 on the closing date of the announcement**.
- Failure to follow the instructions in this announcement will result in packet disqualification.
- Individuals selected for positions SHOULD NOT quit their current job or enter into any contractual agreements with lending institutions, etc. until AGR orders have been published by the HRO-AG office.
- Any falsification of the eligibility requirements will result in immediate release from the AGR Program

The Delaware National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color and national origin as such all applications for this position will receive equal consideration.