



Delaware Air National Guard

Announcement for Active Guard Reserve (AGR) Position AGR Vacancy Announcement

SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

Position Title: Support Service Specialist	Position Number: 07-AF-15	Open Date: 01 September 2015	Close Date: 19 October 2015
MOS/Branch Required: 4XXXX	Position PULHES: N/A	Minimum Grade: (E5) Maximum Grade: (E7)	
HRO Point of Contact		Duty Location	
SGM Daniel J Susi Jr Email: daniel.j.susi2.mil@mail.mil Telephone# : (302) 326-7126		142nd Aeromedical Evacuation Center 2600 Spruance Drive New Castle, DE 19720	

SECTION II: Position Considerations

Current service members (AGR, Technician, or M-Day), of the Delaware Air National Guard in the ranks of (E-5) – (E-7). AFSC REQ: 4A0X1 - Must cross-train if applicant does not already possess a 4A0X1 AFSC
Must be able to maintain a secret security clearance; Open only to current member of the DANG

SECTION III: Duties and Responsibilities of Position

Incumbent plans, organizes, coordinates, and performs a variety of administrative service functions associated with the unit's information management and medical administrative programs. The administrative service functions include but are not limited to; a mail function involved with the processing of incoming and outgoing classified and unclassified documents; a centralized master file and subordinate file system used to provide a reference and record keeping service for a variety of operational, general and technical publications, regulations and directives; duplication services; control of correspondence and all required actions; forms control; reports control; a record system concerned with the development, arrangement, and maintenance of files, and the periodic inspection of decentralized unit files; typing and/or word processing services; the operation of a centralized orders and travel section for military and civilian technician travel; procurement of office equipment repair services; control of accountable property assigned to the section; and the routine procurement, storage and issue of office supplies/equipment.

SECTION IV: Program Entry Qualifications. For initial entry and subsequent assignment in the AGR Program, an applicant must meet and maintain the qualifications prescribed below, additionally meet standards prescribed IAW AR (NGR) 600-5, AR 135-18, AR 40-501, AR 600-9, and AR 600-10.

- Must be a member of the DE ANG.
- Enlisted applicants must possess a 4A0X1 AFSC or be willing to cross-train.
- Must be 18 years of age, and less than 55 years of age for initial entry.
- Must have a current and passing Air Force Physical Fitness Assessment score
- Must possess a valid security clearance or obtain a favorable National Agency Check (NAC) prior to AGR entry. All clearances must be commensurate for the grade, AFSC and AGR position.
- Must be able to complete a 3-year initial tour of Full-time National Guard duty (FTNGD) prior to reaching 18 years AFS or the date of mandatory removal from an active status based on age, or service (without an extension).
- must be eligible for reenlistment or extension per NGR 600–200.
- Must meet medical fitness standards for retention per AR 40-501, chapter 3.
- Prior to entry on Active Duty or FTNGD in the AGR Program, must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant per AR 40-501 and AR 600-110.
- Must meet the body composition standards prescribed in AR 600–9.
- Must meet the medical fitness standards for retention per AR 40-501, chapter 3. When appropriate, the soldier must also meet the medical fitness standards for flying duty per AR 40-501, chapter 4, or the medical fitness standards for miscellaneous purposes per AR 40-501, chapter 5. If PULHES numerical indicator of P3 or P4, then the requirements of AR 600-60 must be met prior to accessioning into the AGR program.
- Applicants who have voluntarily separated from AGR Program are not eligible to re-enter for one year from date separation.
- Must not be under suspension of favorable personnel actions (flagged) per AR 600-8-2.

In accordance with 29 CFR Part 1614, 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.



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SECTION V: Instructions for Applying. This office will not accept applications mailed at government expense. 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 explaining why.

Submit the following required documentation in the order listed below:

- Completed NGB 34-1 (NOV 2013 edition). If not completed in its entirety, you will not be considered. Use the following link to obtain the correct version <http://www.ngbpdcc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>
- Completed Optional Form 306.
- DENG Point of Contact Form.
- Copy of current state and military driver's license.
- Most recent MEDPROS Individual Medical Readiness (IMR) Record. IMR and PHA, both must have been completed within the last 12 months at the time of entry (accessible through Army Knowledge Online (AKO)).
- Last three NCOERs/Evaluation/Letter of recommendation as appropriate for grade of applicant. A letter of recommendation can be used if no NCOER are available based on rank. Justification from the applicant for missing documentation is required.
- Certified copy of Enlisted Record Brief (ERB) as appropriate.
- Current GPFM 1790 (PQR).
- Photograph in military uniform (ASU) taken within the last 12 months (Required for E6 and above).
- Current RPAM Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement.
- All Certificate of Release or Discharge (DD Form 214, DD Form 220(s) and any accompanying DD Form 215(s) if applicable).
- Copy of DA 705 (APFT) with current passing APFT within the last 12 months.
- All current DA Form 5500-R or DA Form 5501-R if required by applicant for APFT, HT/WT performance.
- All current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
- Current SF 181 (Ethnicity and Race verification)
- Application packets can be sent to the DENG HRO-AGR Branch, 250 Airport Road, New Castle, DE 19720

Note: Blank forms can be located on the AGR SharePoint site. [Active Guard Reserve \(AGR\) Branch - Application Forms](#)

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION:

- Failure to follow the instructions in this announcement will result in packet disqualification.
- Applications must be typed or printed in legible dark ink. **Sign and date the application.**
- Be sure to correctly annotate the announcement number and position title on your application.
- 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.
- Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until confirmation of the selection notification is made by the HRO-AG office with effective date of hire/in-processing.

PROBATIONARY PERIOD

Air Guard Reserve Soldiers will be ordered to AD or FTNGD for an initial 3-year period, as prescribed by NGRs 600-5 and 600-10. All new employees to the DE ANG AGR Program shall be probationary for a period of three years following their initial date of hire. Soldiers who do not achieve an acceptable level of performance during their initial FTNGD tour may be released in accordance with AR 135-18, para 2-6a. During this probationary period, the DE ARNG may terminate the individual's employment for any reason. Such action shall not be subject to grievance and arbitration procedures.

In accordance with NGR 600-5, paragraph 2-6 f. AGR Soldiers will not be reassigned during the first 18 months of their initial tour without waiver.