



Delaware Air National Guard

Active Guard Reserve (AGR)

Position Vacancy Announcement



SECTION I: Administrative

Authority: Title 32 USC 502(f), ANGI 36-101

Position Title: Services Technician	Vacancy Number: 25-AF-26	Open Date: 08 July 2026	Close Date: 29 July 2026
Required AFSC: 3F171	UMD Position Number: 1095914	Minimum Grade: TSgt/E-6 Maximum Grade: MSgt/E-7	
AGR Branch Contact Information		Duty Location	
Email: NG.DE.DEARNG.MBX.HRO-AIR-AGR@ARMY.MIL		166th Force Support Squadron	
Telephone: (302) 326-7806 or 7474 or 7476		New Castle, Delaware 19720	

SECTION II: AREA OF CONSIDERATION

- ☐ Zone 1 Restricted Statewide (On-Board DEANG Active Guard Reserve (AGR) Airmen Only)
- ☐ Zone 2 Unrestricted Statewide (DEANG Traditional Airmen)
- ☒ Zone 3 Nationwide (Those eligible to become a member of the DEANG)

SECTION III: DUTIES AND RESPONSIBILITIES OF POSITION

Manages Force Support Sustainment operations. Improves work methods and procedures to ensure efficient operation and customer satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control resources. Inspects and evaluates Force Support activities. Determines resource availability, pricing and merchandise trends, inventory levels and safeguarding procedures. Maintains liaisons with civilian industry to keep abreast of current trends, product development, and improved service techniques. Evaluates contractor performance in outsourced Services functions. Determines APF and NAF budget requirements. Performs NAF financial management functions. Requisitions and accounts for subsistence, supplies, and equipment. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures.

Operates food service activities. Plans, prepares, and adjusts menus within a food service activity. Performs culinary duties. Supervises and manages Dining Facilities, Flight Kitchens, Alert Facilities, Small (MUNS) Sites, and Missile Alert Facility Feeding Operations (MAFFO), Kiosks, and Provisions on Demand. Manages subsistence distribution, warehouse, and logistical functions. Operates fixed, bare base, missile alert and portable facilities and equipment.

Executes fitness and sports programs. Conducts and oversees fitness assessments according to Air Force policy. Trains and advises unit fitness program managers and physical training leaders. Conducts fitness improvement training programs. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Explains concepts of fitness requirements.

Demonstrates proper conditioning procedures, weight training and aerobic equipment techniques.

Performs recreation programming and community support functions. Plans and provides and Morale, Welfare, and Recreation (MWR) programs and activities. Performs marketing and advertising for community support functions. Operates MWR functions. Executes directed and self-directed programs and events.

Maintains unit readiness and plans program. Conducts capability readiness and unit type code readiness reporting. Oversees home station readiness training. Oversees base support plan and continuity of operations plan program management.

Performs unit deployment manager responsibilities. Operates unit control center (UCC) command and control operations.

Establishes and manages contingency quarter's operations. Determines lodgment of inbound personnel. Maintains locator system. Monitors contingency quarter's occupancy status and determines availability of transient quarters.

Performs mortuary affairs administration functions. Performs mortuary operational support. Conducts, trains, and supervises teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

experience performing or supervising food service functions or food preparation, managing fitness and sports programs and activities, recreation and community support operations and programs; managing mortuary programs; managing unit readiness programs; managing APF and NAF budgetary sources, procedures, and processes.

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 standards prescribed IAW DoDI 1205.18, ANGI 36-101, AFI 36-2905, AFI 48-123, and other regulations

- Be a member of or eligible to become a member of the Delaware Air National Guard.
- Provide a printed copy of the electronic Air Force and myFitness Results dated within **60 days** showing a current passing score.
- Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of **75 or higher** for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
- All initial medical and fitness requirements must remain current for at least 30 days after start of the AGR tour.
- Meet the physical qualifications outlined in AFI 48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty, be current in all Individual Medical Readiness (IMR) requirements to include immunizations. HIV testing must be completed not more than six months prior to the start date of the AGR tour.
- Meet any Special Requirements as specified in section VI.
- Possess or be able to obtain appropriate security clearance prior to entry into the AGR program.
- Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.
- Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
- Must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- Individuals selected that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
- Must have an approved waiver if their initial order will place them at greater than 18 yrs TAFMS.
- Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
- Applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment.
- Meet the eligibility requirements for AGR service under the provisions of ANGI 36-101.

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

All applications will be delivered to the DENG HRO-AGR Office via email. 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.

The documents listed will be submitted as a minimum where applicable. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the document missing with a short explanation necessary to certify the Airman is eligible. Applicants from other services may submit equivalent information using service specific formats. Failure to provide information may result in a finding of ineligibility and may cause the applicant to lose consideration for the position.

- DNG Air AGR Applicant Packet Checklist
- DNG Applicant Point-of-Contact Data Form
- NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position)
- Individual Medical Readiness (IMR) Record and **AF 422a (showing PULHES)**. (PHA must be completed within the last 12 months)
- AF Form 469 - Duty Limiting Condition Report (if applicable)
- Download from <https://imr.afms.mil/imr/AppDir.aspx>.
- Report of Individual Fitness Tracker from myFitness – Last test must be current and show a passing score of **75** or higher
- Report of Individual Personnel (RIP): Obtained from your Virtual Military Personnel Flight (vMPF) (dated within **60** days)
- Security Manager memorandum verifying clearance level and date granted dated within **60** days.
- Last two (2) Performance Reports (EPB/OPB) (if applicable)
- Certificate of Release/Discharge (DD Form 214, DD Form 220, DD Form 215, or DD Form 1506, if applicable)
- Copy of state and military driver's license (if applicable)
- Letters of Recommendation signed by a SMSgt/CMSgt/Lt Col or above (optional)
- Professional Certifications (optional) (See SECTION VII for further requirements)
- Resume, or Biographical Sketch Required (See SECTION VII for further requirements)

SECTION VI: IMPORTANT NOTES REGARDING THE COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Blank forms can be located on the Delaware National Guard GKN site (<https://armyeitaas.sharepoint-mil.us/sites/NGDE-HRO/SitePages/Air-AGR.aspx>) and the Delaware National Guard 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 must be submitted as **(1) single PDF file**. If multiple documents are submitted members will **NOT** be considered. (Portfolio is acceptable)
- Applications must be saved and titled as "**Last Name, First Initial. Appl (##-AF-##)**". Example "**Doe, J. Appl (11-AF-24)**".
- Applications will be submitted to **NG.DE.DEARNG.MBX.HRO-AIR-AGR@ARMY.MIL** no later than **2359** on the closing date of the announcement.
- The Email Subject line should be the announcement number and position title (Ex. 11-AF-24 Position Title 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-AGR office.
- Any falsification of the eligibility requirements will result in immediate release from the AGR Program

SECTION VII: SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- PULHES requirement - 3-3-3-3-3
- Position AFSC - 3F171 **REQUIRED**
- ASVAB requirement - G (30)
- This position is a supervisory position (IF applicable)
- This AFSC is / is not open to non-United States Citizens.
- Security Clearance - Secret

SECTION VIII: LENGTH OF TOUR/APPOINTMENT

- IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a probationary period of 3 years. Subsequent tours, if authorized, will not exceed six years and will not extend beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).
- The publication of AGR orders by HRO will be the official appointment into the Delaware Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).