



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

SECTION I: ADMINISTRATIVE <small>Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5</small>				
Position Title Human Resource NCO		Position Number 20-AR-25	Vacancies 1	Open Date 04 SEP 2025
		Close Date 19 OCT 2025		
MIL MOS 88M2O	MIL PARA/LIN 107/03	IPPSA POS # 02971659	FTM PARA/LIN 200B/02	Minimum Grade: E4/SPC
				Maximum Grade: E5/SGT
Full-Time Duty Location (WY26AA) 1049 th Transportation Company 6010 Bridgeville Highway, Seaford, DE 19973				
AGR BRANCH CONTACT INFORMATION				
Email: NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL			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				
<p>Human Resource Non-Commissioned Officers (NCO) in a unit; responsible for timely processing of the unit administrative tasks. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Assist in the preparation, updating, and coordinating of requests for evaluations, to include responding to evaluation inquiries. Monitors requests for promotions and arranges for promotion ceremony. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting, and strength management. Prepares IPPSA input and control data, generates IPPSA input that applies to unit level, reads interprets, and reconciles IPPSA generated reports pertinent to unit level, determines reportable changes, category, duty status codes, and other documentation required for IPPSA transactions. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts, requisitions, and maintains office supplies. Type military and nonmilitary correspondence in draft and final copy. Prepares and maintains functional files per ARMIS. As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. Prepares and submits pay documents to higher headquarters. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veteran's organizations, and groups. Performs other duties as assigned.</p>				
SECTION IV: MINIMUM PROGRAM ENTRY REQUIREMENTS				
<p>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>				
<p>Must be in Ready Reserve Status:</p> <ul style="list-style-type: none">• Be a member of the RC of the Army to which the application for entry in the AGR Program is made.• Be at least 18 years of age and less than 55 years of age for initial entry <p>Physical and Medical:</p> <ul style="list-style-type: none">• 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.• Must meet the Army Body Composition standards IAW AR 600-9• 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.• Must be able to perform functional activities, including living in an austere environment, without worsening the medical condition as outlined in AR 635-40• Have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501 conducted within last 12 months• Must have passed a record Army Combat Fitness Test (ACFT) within the last 6 months for on board AGR Members IAW AR 135-18 Table 2-1, Rule B, and within 12 months for M-Day members. <p>Military Education:</p> <ul style="list-style-type: none">• Noncommissioned Officers must be professional military education qualified for their current grade• If an enlisted Soldier, must have completed initial entry training and be currently qualified in any Army MOS <p>Mandatory Separation:</p> <ul style="list-style-type: none">• 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. <p>Grade and Specialty:</p> <ul style="list-style-type: none">• SSG or above, must possess the required grade and MOS level, authorized for the AGR duty position• SGT or below, must have the potential to become MOS qualified in the first 12 months or be released from Active Duty/FTNGD.				

- Enlisted Soldier, in the duty position in Recruiting & Retention must become MOS qualified NLT 6 months after entry onto Active Duty/FTNGD or be released from Active Duty/FTNGD (this is subject to the availability of MOS qualification school, quotas and funding).
- Reenlistment or Extension:
 - 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 the AGR Soldier. Selected individuals must extend their ETS for a period equal to the initial AGR tour.
- Security Clearance:
 - Possess the valid security clearance required for the grade, MOS/AOC, and duty position
- Not be under suspension of favorable personnel actions (flagged) per AR 600-8-2 or barred from reenlistment.

SECTION V: SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Security Clearance: Must have or be able to obtain the level of security clearance required by applicable regulations and directives but not lower than SECRET.
- Driver's License: Must possess State Driver's License and qualified (or eligible to become qualified) to operate military vehicles organic to the unit.
- Mandatory Training: Selected Soldier must complete the ARNG Basic Human Resources and Admin course (#922-7C-F71/500-F71) at the National Guard Professional Education Center within 12 months
- Applicant must either hold or meet the eligibility prerequisites to earn required 88M MOS for Full-Time position and or Military Position within 12 months of hire.
- Any SSG/E6 selected for this position will be required to take a voluntary reduction to SGT/E5 commensurate with the max grade for this position.

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 600-4. 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. 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** the IMR must be dated within the last 12 months to be valid
- **Current Physical profiles** (DA Form 3349) for medical and physical limitations (If applicable)
- **Enlisted Record Brief (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 Physical Fitness Test Scorecard) **Last entry must be passing and dated within 6 months for on board AGR Members IAW AR 135-18 Table 2-1 rule B, and within 12 months for M-Day members.**
- **DTMS Height & Weight Screenshot** **passing results within 6 months** and must **remain current** for a minimum of **30 days from date of placement IAW with AR 600-9**
- **DA Form 5500-R or DA Form 5501-R** (if applicable) to verify Army Body Composition Program Compliance
- **Security Manager Memorandum** verifying clearance level, expiration and date granted
- **NCOER** (E5 and above) Noncommissioned Officer Evaluation Reports (**Gaps in rating periods MUST be explained in writing**)
- **Letters of recommendation** (mandatory for E4 or below)
- **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 (<https://armyveitaas.sharepoint-mil.us/sites/NGDE-HRO/SitePages/Army-AGR.aspx>) 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 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.