



**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 302nd Readiness NCO		Position Number 17-AR-25	Vacancies 1	Open Date 01 AUG 2025
				Close Date 13 AUG 2025
MIL MOS 00F	MIL PARA/LIN 103/02	IPPSA POS # 08332169	FTM PARA/LIN TBD	Minimum Grade: E5/SGT
				Maximum Grade: E6/SSG
Full-Time Duty Location 302nd QM Field Feeding PLT (WQBGA), 1 Vavala Way, New Castle, DE 19720				
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				
Serves as the unit Readiness NCO, managing all functional areas of unit Operations; Responsible for the administrative oversight for unit personnel; Processes all IPSS-A, IPERMS, MILPAY, Enlisted Evaluation, MOD's/ MEDCHART transactions. Facilitates all unit and individual training requirements in support of the Commanders Objectives; To include Unit Training Plan, Training Schedules, DTMS Input, Defense Travel Manager, MOBCOP, DAMPS Order Transactions, and RFMSS Manager. Processes all supply transactions necessary for unit sustainment. Administers CMD and CSD Programs. Manages unit property book accountability, Government Purchase Card Holder. Responsible for OCIE and individual Soldier clothing records. Coordinates and requests all resources necessary to sustain and support unit training assemblies. Manages and coordinates the integration of the 302nd Quartermaster Platoon into their host units during MUTA weekends, Validates Food Service Packets and requirements to facilitate field feeding operations statewide. Coordinates food orders, deliveries with host unit; oversees all necessary requirements to support field feeding operations.				
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				
Must be in Ready Reserve Status:				
<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				
Physical and Medical:				
<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.				
Military Education:				
<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				
Mandatory Separation:				
<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.				
Grade and Specialty:				
<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:				
<ul style="list-style-type: none">• 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.
- Applicant must either hold or meet the eligibility prerequisites to earn MOS
- Selected applicant must complete required PEC training as well as obtain the MOS within 12 months of hire
- Anticipated start date is on or after 01 October 2025

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)
- **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 GKO site (<https://states.gkoportal.ng.mil/states/DE/hro/agr/SitePages/Home.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.