



Delaware Army National Guard Active Guard Reserve (AGR) Position Vacancy Announcement One Time Occasional Tour (OTOT)

SECTION I: ADMINISTRATIVE				
Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5				
Position Title HR Specialist NCO OTOT		Vacancy Number 24-AR-26		Open Date 22 JUL 2026
Close Date 13 AUG 2026				
MIL MOS Immaterial	MIL PARA/LIN TBD	IPPSA POS# TBD	FTM PARA/LIN TBD	Minimum Grade: E4/SPC
				Maximum Grade: E7/SFC
Full-Time Duty Location W8AFAA Joint Force Headquarters 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				
Duties and Responsibilities of the Position: This position is in the Joint Force Headquarters–State (JFHQ-State), G-1 / Military Personnel Office (MILPO), in the Education and Incentives Branch. The primary purpose of this position is to serve as an Incentive Manager, responsible for administering, implementing, and monitoring the State’s Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP). The incumbent is responsible for ensuring the technical accuracy, regulatory compliance, and proper processing of enlistment/reenlistment bonuses, the Student Loan Repayment Program (SLRP), and other military incentives. Utilizes the Guard Incentive Management System (GIMS) as the primary platform to initiate, track, pay, and audit incentive contracts. Performs meticulous reviews of Soldier enlistment and reenlistment packets, verifying supporting documents such as the DD Form 4 (Enlistment/Reenlistment Document), DA Form 4836 (Oath of Extension), written bonus addendums, and military occupational specialty (MOS) qualifications. All other duties as applied ISO personnel readiness.				
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: - 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: - 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 body composition standards prescribed in 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 Fitness Test (AFT) 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: - 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 Grade and Specialty: - SSG or above, must possess the required grade authorized for the AGR duty position 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. Additional Requirements and Limitations: - Soldiers serving on an OTOT will count in the State's AGR end strength. - Soldiers must not reach 18 years of active service or qualify for separation pay as a result of the OTOT order. - Former AGR Soldiers released from AGR Service due to board action are not eligible to enter an OTOT.				
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.
- Might require some travel, valid government travel card (GTC) will be required if selected.
- This position is a One-Time Occasional Tour (OTOT) in the Full-Time Military, Title 32 Section 502 (f) Active Guard Reserve (AGR) program.
- Since the OTOT is tied to a resource that is incumbent, the selected Soldier will REFRAD upon return of mobilized title 10 AGR Soldier or 27 June 2027 whichever comes first. Selected Soldier WILL NOT be assessed into the AGR program.
- If an AGR Soldier is selected, the AGR Soldier will retain their AGR T32 career status.
- If an AGR Soldier is selected, their vacated position will be filled IAW TAG Policy # 29.
- Additional details pertaining to the OTOT are available in NGR 600-5 and PPOM 12-065
- Experience in military human resource databases, specifically IPPS-A and iPERMS.
- Ability to perform file auditing, cross-reference multiple data platforms to detect discrepancies, and apply logical reasoning to resolve entitlement issues.

SECTION VI: LENGTH OF TOUR/PROBATIONARY PERIOD

Orders will identify the period as an OTOT. Additional instructions will contain information regarding the duration of the tour and must contain a statement that upon completion of the OTOT, the Soldier will return to a traditional status and is not entitled to be accessed into the career AGR Program. Soldiers serving on an OTOT remain eligible to apply and compete for career AGR positions advertised current military members. They are not eligible to compete for positions advertised to 'current, on-board AGR' Soldiers. If selected for a career AGR position, the OTOT orders will be amended to end, and an initial three-year AGR tour order will be produced for the Soldier. Time served as an OTOT will not count as part of the initial AGR tour used in the career AGR Program.

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 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)
- **Soldier Talent Profile (STP)**
- **Statement of all active service performed:**
 - **DA 5016** Retirement Points Statement in IPPPS-A. 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 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.**
- **ATIS Height & Weight Screenshots** **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 or **OER** (officer Evaluation Report) (**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://armyeitaas.sharepoint-mil.us/sites/NGDE-HRO/SitePages/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.