



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

<b>SECTION I: ADMINISTRATIVE</b> <small>Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5</small>				
<b>Position Title</b> Public Affairs Officer OTOT		<b>Vacancy Number</b> 12-AR-23		<b>Open Date</b> 02 MAR 2023
<b>Close Date</b> 02 APR 2023				
<b>MIL MOS</b>  01A	<b>MIL PARA/LIN</b>  218/01	<b>IPPSA POS#</b>  06472947	<b>FTM PARA/LIN</b>  300A/01	<b>Minimum Grade:</b> O2/1LT <b>Maximum Grade:</b> O3/CPT
<b>Full-Time Duty Location</b> (W8AFAA) Joint Force Headquarters – Public Affairs Office 1 Vavala Way, New Castle, DE 19720				
AGR BRANCH CONTACT INFORMATION				
Email: <a href="mailto:NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL">NG.DE.DEARNG.MBX.HRO-AGR@ARMY.MIL</a>			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>This position is located in the Joint Force Headquarters - State, Personal Staff, Public Affairs Office. As the state's Public Affairs Officer (PAO), the incumbent is responsible for all Army and Air National Guard public, community, and media relations within the state and for providing supervision and direction to the staff of the Joint Force Headquarters - State (JFHQ-State), Public Affairs Office, as well as field and unit public affairs specialists and Mobile Public Affairs Detachments (MPADs) personnel covering the region. Serves as the JFHQ State Public Affairs Officer. Responsible for the formulation of long-range plans and policies to enhance public understanding, support, and acceptance of Public Affairs programs and/or activities statewide. Researches and develops informational materials and complete communication campaigns for release to audiences through various media such as wire service, social media, radio, television, and newspapers. Prepares material and explains or describes the mission of the NG, NG accomplishments, policies, programs, or actions taken to ensure the NG's compliance with state and federal regulatory requirements. Written materials include news releases, display advertisements, fact sheets, feature stories, background statements, special reports, etc. Coordinates the analysis of response data on communication campaign effectiveness with programs managers. Responds to media requests for information of both a routine and controversial nature. Prepares or assembles information kits, edits informational materials drafted by subordinate public affairs specialists or unit UPAR's, releases photographs and/or feature stories to the news media, coordinates media interviews with NG subject matter experts and arranges photographic and electronic media coverage of newsworthy NG events. Maintains close working relationships with officials of various civic, media and community groups and Department of Defense personnel, as well as state and national government officials outside the NG. Provides training to UPAR's on PA program policies, practices, and processes. Coordinates and evaluates the effectiveness of training and training materials and develops recommendations for program enhancement. Reviews all press releases, feature stories, background statements, special reports, etc., developed by UPARs, prior to their release to the media. Creates new or adapts or modifies accepted communication campaign formats to reach a target audience with a specific message. The selection of a communication campaign format is based on an analysis of targeted audience demographics and message content. After an informational campaign has been implemented, solicited and unsolicited response data is gathered to assess campaign effectiveness in reaching the target audience. If the campaign's results do not meet expectations, the incumbent identifies issues of concern, develops alternatives and after discussing these with the appropriate administrative personal, implements the most appropriate option.</p>				
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"> <li>Be a member of the RC of the Army to which the application for entry in the AGR Program is made.</li> <li>Be at least 18 years of age and less than 55 years of age for initial entry.</li> </ul> Physical and Medical: <ul style="list-style-type: none"> <li>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.</li> <li>Must meet body composition standards prescribed in AR 600-9 (non-waiverable even with COVID-19)</li> <li>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.</li> <li>Must be able to perform functional activities, including living in an austere environment, without worsening the medical condition as outlined in AR 635-40</li> <li>Have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501 conducted within last 12 months.</li> <li>Must have passed a record Army Fitness Test within the last 6 months (contingent upon COVID-19 guidance)</li> </ul> Military Education: <ul style="list-style-type: none"> <li>If an officer in the grade of Lieutenant or Captain, with less than 5 years' time in grade must have completed a Basic Officer Leaders Course</li> <li>If an officer in the grade of Captain, with at least 5 years' time in grade, must have completed Captains Career Course.</li> </ul> Grade and Specialty:				

- Must possess the grade equal to or below that authorized for the AGR Duty position.
  - Must possess the branch area of concentration (AOC) commensurate with the AGR duty position. If MOS is mismatched, the HRC career manager must approve prior to assignment.
- 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. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
- Might require some travel, valid government travel card (GTC) will be required if selected.
- The work may require the employee to drive a motor vehicle and if so, an appropriate valid driver's license is required.
- The selectee may be required to travel in military and/or commercial aircraft to perform temporary duty assignments.
- TAG maintains the option to use key staff assignment authority IAW TAG Policy # 28.
- 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 January 2024 whichever comes first. Selected Soldier WILL NOT be assessed into the AGR program. 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

## 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](mailto: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)
- **Certified Officer/Enlisted Record Brief (ORB/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 Fitness Test Scorecard) Last entry must be dated within 6 months (guidance may vary due to COVID-19) DTMS Fitness history report and documenting last 3 physical fitness tests.
- **DTMS Weight Control History Report** **passing results within 6 months** and must **remain current** for a minimum of **30 days from date of placement**.
- **DA Form 5500-R or DA Form 5501-R** (if applicable) to verify Army Body Composition Program Compliance
- **Security Manager Memorandum** verifying clearance level and date granted.
- **OER/NCOR** (E5 and above) Last 3 Officer/Noncommissioned Officer Evaluation Reports
- **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 GKN site (<https://armyetaas.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](mailto: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.