



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

<b>SECTION I: ADMINISTRATIVE</b>				
Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5				
Position Title	Position Number	Vacancies	Open Date	Close Date
Information Systems Specialist	19-AR-23	1	15 JUN 2023	16 JUL 2023
MIL MOS	MIL PARA/LIN	IPPSA POS #	FTM PARA/LIN	Minimum Grade: E5/SGT
25B40	004/01	03186391	400A/19	Maximum Grade: E7/SFC
<b>Full-Time Duty Location</b> (W90HAA) Recruiting & Retention Battalion First Regiment Road, Wilmington, DE 19808				
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				
Plans, supervises, coordinates, and provides technical assistance for computer systems and local area networks (LAN). Performs system administration (SA) and maintains computers and servers within the computing environment (CE) and the network environment (NE). Performs network administration (NA); installs, configures, and maintains network equipment within the LAN. Installs, operates, and maintains commercial off the shelf (COTS) equipment (i.e., routers, switches, desktop, and laptop computers). Plans and executes the unit level computer life cycle program. Develops and provides training to staff personnel on computer and information technology (IT) matters. Coordinates high level or contractor support maintenance for assigned equipment. Responsibilities and Utilization of the Information Support Specialist (ISS); Introduction to Accessions Systems; Maintain RSID Territory Assignment and Relationships; Manage Information Security; Manage User Accounts; Prepare Recruiter Workstation (RWS) for Issue; Provide Initial RWS Familiarization; Familiarization of Accessions Systems Applications; Maintain RWS. FOR A COMPLETE DESCRIPTION OF DUTIES AND RESPONSIBILITIES CONSULT AR 611-21				
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 Combat Fitness Test (ACFT) within the last 6 months.</li> </ul> Military Education: <ul style="list-style-type: none"> <li>• Noncommissioned Officers must be professional military education qualified for their current grade.</li> <li>• If an enlisted Soldier, must have completed initial entry training and be currently qualified in any Army MOS</li> </ul> Mandatory Separation: <ul style="list-style-type: none"> <li>• 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.</li> </ul> Grade and Specialty: <ul style="list-style-type: none"> <li>• SSG or above, must possess the required grade and MOS level, authorized for the AGR duty position.</li> <li>• SGT or below, must have the potential to become MOS qualified in the first 12 months or be released from Active Duty/FTNGD.</li> <li>• Enlisted Soldier, in the duty position in Recruiting &amp; 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).</li> </ul> Reenlistment or Extension: <ul style="list-style-type: none"> <li>• 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.</li> </ul> Security Clearance: <ul style="list-style-type: none"> <li>• Possess the valid security clearance required for the grade, MOS/AOC, and duty position.</li> </ul> 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.
- Must meet the screening criteria for Positions of Significant Trust and Authority (POSTA) or will be immediately released from the AGR Program.
- Security + certification preferred but not required.
- 25B4O MOS preferred however if applicant is not MOS qualified, applicant must have the potential to become 25B4O MOS qualified within the first 12 months.
- Applicants promoted IAW PPOM 21-061 (pending PME completion), will be considered however, if selected must still comply with the conditions associated with the temporary promotion.
- Selected applicant must complete mandatory training at the Professional Education Center (PEC) within 12 months of hire.
- Failure to complete the required military education training as stated above, will result in forfeiture of this position, and constitute removal from the AGR Program.

## 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](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)
- **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 Combat Fitness Test Scorecard) **passing results within 6 months** and must **remain current** for a minimum of **30 days from date of placement**. DTMS screenshot documenting last 3 fitness tests.
- **DTMS Height & Weight Screenshot** **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, expiration and date granted.
- **NCOER** (E5 and above) 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 ([Delaware National Guard - Home \(sharepoint-mil.us\)](https://www.de.ng.mil/Join/Full-Time/)) 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.