



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

<b>SECTION I: ADMINISTRATIVE</b>				
Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5				
<b>Position Title</b> Production Recruiter OTOT		<b>Vacancy Number</b> 01-AR-25		<b>Open Date</b> 16 OCT 2024
		<b>Close Date</b> 30 SEP 2025		
<b>MIL MOS</b>  00F	<b>MIL PARA/LIN</b>  TBD	<b>IPPSA POS#</b>  TBD	<b>FTM PARA/LIN</b>  400A/18	<b>Minimum Grade:</b> SPC(P)/E4 <b>Maximum Grade:</b> SSG/E6
<b>Multiple Location</b> <b>Recruiting &amp; Retention (W90HAA)</b> <b>(Wilmington) 1420 Newport Gap Pike, 19804 - or - (Newark) 810 Peoples Plaza, 19702</b> <b>(Dover) 1245 North DuPont Highway, 19901 - or - (Georgetown) 109 W Pine Street, 19947 – or – (Middletown) 280 Dove Run Center, DE 19709</b>				
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				
The Strength Maintenance NCO recruits' personnel for military service in the Army National Guard. Contacts, interviews, and advises civilian personnel leading to obtaining qualified applicants for enlistment into the Army National Guard. Contacts representatives of schools, public officials, personnel managers, parents of prospective applicants, religious and civic leaders, and others to present the Army National Guard as an employment and career opportunity. Presents formal and informal talks on advantages of the Army National Guard (ARNG) at civic and service organizations and student bodies. Distributes and displays recruiting publicity material. Discusses individual aims and goals. Explains Army National Guard benefits including medical care, dependent's allowance, reenlistment bonus, retirement pay, military/civilian educational opportunities, travel, recreational benefits, and similar programs. Explains occupational and organization structure of ARNG to applicants, parents, and interested groups of individuals.				
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				
<p>Must be in Ready Reserve Status:</p> <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> <p>Physical and Medical:</p> <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</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 within the last 6 months.</li> </ul> <p>Military Education:</p> <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 training and be currently qualified in any Army MOS.</li> </ul> <p>Grade and Specialty:</p> <ul style="list-style-type: none"> <li>If SSG or above, must possess the required grade and MOS level, authorized for the AGR duty position.</li> <li>If 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> <p>Reenlistment or Extension:</p> <ul style="list-style-type: none"> <li>Must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS) or AR 140-111 (USAR)'s provisions pertaining to AGR Soldiers. Selected individuals must extend their ETS for a period equal to the AGR tour.</li> </ul> <p>Security Clearance:</p> <ul style="list-style-type: none"> <li>Possess the valid security clearance required for the grade, MOS/AOC, and duty position.</li> <li>Not be under suspension of favorable personnel actions (flagged) per AR 600-8-2 or barred from reenlistment.</li> </ul> <p>Additional Requirements and Limitations:</p> <ul style="list-style-type: none"> <li>Soldiers serving on an OTOT will count in the State's AGR end strength.</li> </ul>				

- Soldiers must not reach 18 years of active service or qualify for separation pay because of the OTOT order, unless a waiver has been approved by the ARNG Policy Division, AGR Policy Branch, ARNG-HRH-M.
- Former AGR Soldiers released from AGR Service due to board action are not eligible to enter an OTOT. The OTOT uses an available AGR resource, not FTNGD-OS funding.

## SECTION V: SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Must possess the level of security clearance required by applicable regulations and directive for this position. Member should be enrolled in the continuous evaluation.
- Must possess state driver's license.
- Applicants in the rank of E4 must have at least 3 years' time in service.
- Must submit Live Scan Authorization and DD Form 369 (Police Record Check) with application. As a condition of employment, all DEARNG applicants must meet State and Federal Position of Significant Trust and Authority (POSTA) screening requirements. Failure to pass the national level POSTA screening, or becoming ineligible to occupy a POSTA, will result in immediate removal from the AGR program.
- This position is a One Time Occasional Tour (OTOT) in the Full-Time Military, Title 32 Section 502 (f) Active Guard Reserve (AGR) program.
- Applicant must have a minimum score of 110 in aptitude area GT. This requirement is waiver-able with GT score of 100 or GT score of 95 or higher with an ST score of 95 or higher.
- If selected, Soldier will be required to attend SQI4 course within first 6 months of employment (this is subject to the availability of the qualification school, quotas and funding).
- Additional details pertaining to the OTOT are available in NGR 600-5 and PPOM 12-065.
- OTOT will be for a minimum of one (1) year but no more than two (2).
- A Soldier who has completed 4-or-more continuous years of active service (includes service from other components) should not be considered for this OTOT without having at least a 31-day break in service prior to re-entry on active duty for this tour.

## SECTION VI: ADDITIONAL INSTRUCTIONS

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. Orders may be curtailed due to funding without requiring the Involuntary Release Process. Soldiers serving on an OTOT remain eligible to apply and compete for career AGR positions advertised to 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. Consecutive OTOT's are not authorized.

## 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 34-3** (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)
- **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 Combat Fitness Test Scorecard) **last entry must be passing, 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 screenshot documenting last 3 physical 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 and date granted.
- **OER/NCOR** (E5 and above) Last 3 Officer/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 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 34-3) 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.