



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		Vacancy Number		Open Date
Close Date				
MIL MOS	MIL PARA/LIN	FTM MOS	FTM PARA/LIN	Minimum Grade:
				Maximum Grade:
Military Full-Time Duty Location WQJAAA, 261st Signal Brigade, 103 Artisan Drive, Smyrna, Delaware, 19977				
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				
<p>Serves as the S1 section's full-time Human Resource Officer at the brigade level. Advises the Brigade S1, Brigade Commander, Administrative Officer, staff, and subordinate units on matters concerning all administrative duties to include readiness data and personnel services. Assembles, reviews and reports personnel status, memorandums, officer and noncommissioned officer evaluation reports, retirement request, awards, pay, promotions, adverse actions, separations, and unit personnel accountability reports. Provide oversight for E-Cases, Line of Dutys (informal and formal investigations), medical and dental readiness, and PHAs. Tracks and manages personnel security clearance re-investigations and disposition determinations, enlisted bonuses, and assist with mobilization readiness. Oversees and manage the S1 section staff and daily operations Provides supervisory oversight for over six or more service members consist of both AGR and M-Day Soldiers. Duties require a knowledge of administrative army regulations, procedures, utilization of HR systems and applications. HR systems are, but not limited to, RCAS, SIBX, IPERMS, IPPS-A, EES, G1 Portal, and MEDCHART (LOD Module). Personnel Security applications are JPAS and DISS.</p>				
SECTION IV: MINIMUM PROGRAM ENTRY REQUIREMENTS				
<p>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>				
<p>Must be in Ready Reserve Status:</p> <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 <p>Physical and Medical:</p> <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 body composition standards prescribed in AR 600-9 (non-waiverable even with COVID-19) • 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 Physical Fitness Test within the last 6 months (contingent upon COVID-19 guidance) <p>Military Education:</p> <ul style="list-style-type: none"> • Current Warrant Officers must hold a MOS of 420A with successful completion of the Warrant Officer Basic Course (WOBC). • Soldiers with an approved Pre-Determination Packet (PDP) for MOS 420A and Certificate of Eligibility (COE) are eligible to apply. • Soldiers without an approved PDP or COE must meet all 420A minimum qualification requirements (see attached minimum prerequisites fact sheet). <p>Mandatory Separation:</p> <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. <p>Grade and Specialty:</p> <ul style="list-style-type: none"> • 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. <p>Reenlistment or Extension:</p> <ul style="list-style-type: none"> • If and enlisted Soldier, 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 initial AGR tour. <p>Security Clearance:</p> <ul style="list-style-type: none"> • Possess the valid security clearance required for the grade, MOS/AOC, and duty position <p>Not be under suspension of favorable personnel actions (flagged) per AR 600-8-2 or barred from reenlistment.</p>				

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 be qualified to operate military vehicles that are organic to the unit.
- Soldiers selected for this position that are not 420A qualified will be required to attend WOMOS qualification within 24 months of accession into the AGR Force. Failure to meet this criterion will result in removal from the position unless an exception is granted by the TAAG, Army.
- Soldier without a PDP/COE must meet all 420A minimum qualification requirements (see attached minimum prerequisites fact sheet).
- Military Grade Limitation: Military grade shall not exceed CW3/W3.

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-ARG@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 Physical Fitness Test Scorecard) Last entry must be dated within 6 months (guidance may vary due to COVID-19) RCAS APFT history report and documenting last 3 physical fitness tests.
- **RCAS 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/NCOER** (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 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-ARG@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.

(420A) National Guard/US Army Reserve

- Grade: SGT or above – SGT applicant's packets must meet the prerequisites shown below. ALC/BNCOC, evaluation and experience requirements will not automatically be waived due to a SGT's recent DOR.
- MOS: Applicants must have a Primary MOS (PMOS) of 42A.
 - Applicants that have served successfully as a Readiness NCO with strong HR comments documented in evaluations will be taken into consideration as long as all other prerequisites are met.
 - Applicants that can show Army HR experience without award of the required feeder MOS must submit strong unit justification as to why applicant has not or cannot be awarded feeder MOS.
 - Full-time Unit Technicians (GS/AGR) – Consideration will be given to applicants with at least 5 years of outstanding documented and evaluated Army HR experience. Copies of evaluations documenting HR experience must be submitted.
- Possess a minimum of 4 years HR operational experience, of which 24 months specifies leadership experience supervising Soldiers in HR operations, documented on NCOERs.
- Submit all Evaluations: Evaluations must reflect outstanding performance of the HR operational experience to include leadership of Soldiers performing HR functions. Outstanding performance is considered as a preponderance of the following:
 - DA Form 2166-8. Exceeding the standard (Excellence). Rated by the Rater (Part Va) as "Among the Best" with strong Senior Rater comments.
 - DA Form 2166-9-1. "Met Standard" in Part IVc-h, with strong Rater comments in Part IVi. "Most Qualified" or "Highly Qualified" with strong Senior Rater comments in Part V.
 - DA Form 2166-9-2. Preponderance of "Far Exceeded Standard" or "Exceeded Standard" in Part IVc-i, with strong Rater comments in Part IVj; "Most Qualified" or "Highly Qualified" with strong Senior Rater comments in Part V.
 - All – Outstanding performance should be articulated by specific, quantifiable comments by the Rater. Senior Rater potential comments should be clearly quantified and qualified. HR technical competence should be clearly stated in the evaluations.
- Applicants, at a minimum, must be a 42A ALC Graduate. A waiver may be granted by the CWOAGC/AG Proponent Warrant Officer on a case-by-case basis for successful completion of the Adjutant General School's Brigade S1 Course and/or the Human Resources Management Qualification Course. Courses with the same name that are not provided by the Adjutant General's School will not be considered. Effective immediately, the HR Plans and Operations Course is no longer eligible for ALC waiver consideration. As an exception, applicants graduating the course prior to 24 September 2017 may continue to use this course for ALC waiver consideration.
- Thirty (30) semester hours of college with a minimum of six (6) semester hours College Composition from an accredited academic institution. Speech and public speaking courses are not considered as meeting this requirement even if administered by the English department of an institution. Successful completion of the CLEP College Composition examination in English or an undergraduate degree are the only acceptable alternatives. Transcripts comprised of only military training credit are not acceptable. The Department of Education maintains a database of accredited postsecondary education institutions and programs at <http://ope.ed.gov/accreditation/>.
- DA Form 705, Army Physical Fitness Scorecard. DA Form 5500 must also be submitted when applicant does not meet weight requirements.

Letter of recommendation: Must possess a Letter of recommendation from a Senior HR Technician (CW3-CW5), in the component to which you are applying, and assigned to the applicant's organization, attesting to your technical and tactical competence in CMF 42. In organizations where no Senior HR Technician is assigned, a letter of recommendation from a Senior HR Technician assigned to the applicant's installation will also meet this requirement provided the senior warrant officer is in the component for which you are applying.

Substitution of Experience: Practical experience acquired from military/civilian positions may be substituted provided the experience is documented by employee evaluations and determined to be equivalent to military experience. Possessing a degree in Human Resources or related fields of study will not directly substitute for experience, but will be considered in the overall strength of the packet and the aptitude for future learning and development.

Preferred prerequisites: Preferred prerequisites make a packet stronger. They are not requirements and do not require a waiver if lacking.

- Associate Degree or higher from an accredited college or university.
- Documented computer training as evidenced on official transcripts or training certificates.
- Demonstrated MS Office Proficiency (Word, Excel, Access, Outlook, and PowerPoint)
- Professional certifications (i.e. MS Office, PHR, PMP)