



Delaware Army National Guard

One Time Occasional Tour (OTOT-T32)

Announcement

SECTION I: Administrative

Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5

Position Title: Command Sergeant Major	Position Number: 03-AR-16	Open Date: 2 March 2016	Close Date: 1 April 2016
MOS/Branch Required: Immaterial	PARA/LIN: 200/13	Minimum Grade: SGM/CSM (E9) Maximum Grade: SGM/CSM (E9)	
AGR Branch Contact Information		Duty Location	
Email: NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL Telephone: (302) 326-7806 or (302) 326-7807 Facsimile: (302) 326-7119		Joint Force Headquarters - Delaware 250 Airport Road New Castle, Delaware 19720-1502	

SECTION II: Position Considerations

Zone 1	Restricted Statewide	(On-Board DEARNG Active Guard Reserve (AGR) Soldiers Only)
X	Zone 2	Unrestricted Statewide (DEARNG AGR & Traditional Soldiers)
Zone 3	Nationwide	(Soldier eligible to become a member of the DEARNG)

SECTION III: Duties and Responsibilities of Position

This position is a One Time Occasional Tour (OTOT) in the Full-Time Military Title 32 Section 502 (f) Active Guard Reserve (AGR) program for a Non-AGR Soldier not to exceed thirty-six (36) months. If an AGR Soldier is selected, the AGR Soldier will retain their AGR T32 career status.

The State Command Sergeant Major (SCSM) position is located at the Joint Forces Headquarters (JFHQ) and serves as the SCSM to the Assistant Adjutant General. The SCSM manages the military aspects of the DEARNG enlisted force. Responsible for military issues related to readiness, as well as the performance, conduct, appearance, effective personnel utilization, management and training of all enlisted DEARNG Soldiers, ensuring that subordinate noncommissioned officers comply with the State's enlisted programs and objectives. Performs other duties assigned by the Assistant Adjutant General and serves as the State CSM for The Adjutant General as required.

The selected SCSM serves a dual role: 1) full time, primarily serves under the TAG, and 2) during IDT/AT, the SCSM primarily serves under the ATAG. Rating scheme will be ATAG (rater) and TAG (senior rater).

SECTION IV: Program Entry Qualifications.

For initial entry and subsequent assignment in the Full-Time Military Title 32 Section 502 (f) Active Guard Reserve (AGR), an applicant must meet and maintain the qualifications prescribed below, additionally meet standards prescribed IAW NGR 600-5, AR 135-18, AR 40-501, AR 600-9, AR 600-10, and PPOM 12-065.

- All applicants must meet the requirements of TAG Policy Memorandum No. 23 – Policies and Procedures for the Selection of State Command Sergeant Major (SCSM), E9 Career Management and Assignment to CSM Position.
- All applicants must be an E9 within the DEARNG with a HQDA (NGB) CSM Certificate of Eligibility (COE).
- Non-AGR Soldiers must not reach 18 years of active service as a result of the OTOT.
- Non-AGR Soldiers must be able to serve at least 3 years in an AGR status prior to completing 18 years Active Federal Service or mandatory removal from active status based on age or service.
- Non-AGR Soldiers must not qualify for separation pay as a result of the OTOT.
- Non-AGR Soldiers must not have reached his or her 55th birthday.
- All Soldiers must have a current, passing Army Physical Fitness Test (APFT) and meet the body fat standards prescribed in AR 600-9 prior to submission of application.
- All Soldiers must not be under suspension of favorable personnel actions (flagged) per AR 600-8-2.
- All Soldiers must possess a valid security clearance required for the grade, MOS and duty position.
- All Soldiers must be eligible for reenlistment or extension per NGR 600–200.
- All Soldiers must meet the medical fitness standards for retention per AR 40-501.
- Non-AGR Soldiers prior to entry must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV) within 24 months per AR 40-501 and AR 600-110.
- Non-AGR Soldiers whose PULHES contains “3” or “4” must have a completed Military Occupational Specialty (MOS) Medical Retention Board (MMRB) IAW AR 600-60. The MMRB must have awarded a recommendation that states the Soldier will be “Retained in Current Primary MOS.”
- Former AGR Soldiers released from AGR service due to board action are not eligible to enter into OTOT.

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.



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SECTION V: Instructions for Applying. The Delaware National Guard will not accept applications mailed at government expense. 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.

At a minimum, the following forms and documents will be required from all applicants:

- DEARNG AGR Applicant Worksheet.
- NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position).
- NGB Form 34-2 (Certificate of Agreement and Understanding – Initial Entry).
- NGB Form 34-3 (Certificate of Agreement and Understanding - OTOT).
- DENG Point of Contact Form.
- Copy of state and military driver's license.
- Most recent Individual Medical Readiness (IMR) Record from MEDPROS accessible through Army Knowledge Online (AKO). The IMR must be dated within the last 12 months to be valid.
- The last five (5) Noncommissioned Officer Evaluation Reports (NCOER).
- Certified copy of Enlisted Record Brief (ERB).
- DA Photograph in military uniform taken within the last 24 months.
- Security Clearance Letter of Certification (JPAS).
- Copy of HQDA (NGB) CSM Certificate of Eligibility (COE).
- Statement of all active service performed. The following documents are acceptable –
 - Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement.
 - Certificate of Release/Discharge (DD Form 214, DD Form 220(s) and any accompanying DD Form 215(s) if applicable).
 - DD Form 1506 (Statement of Service).
- Copy of DA Form 705 (APFT taken within 6 months for AGR and 12 months for MDAY Soldiers).
- Current DA Form 5500-R or DA Form 5501-R if required by applicant for APFT, HT/WT performance.
- Current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
- Standard Form 181 (Ethnicity and Race verification).
- Biographical Sketch.

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION:

- Blank forms can be located on the AGR SharePoint site ([Active Guard Reserve \(AGR\) Branch - Application Forms](#)) and the Delaware National Guard Website ([DNG Website](#)).
- 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@MAIL.MIL as one (1) attachment.
- Failure to follow the instructions in this announcement will result in packet disqualification.
- Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- Records of applicants will be screened by the HRO - AGR Management Section prior to submission to the selection panel.
- Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-selection within 30 days of final selection.
- 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.

MISCELLANEOUS DETAILS SPECIFIC TO THIS POSITION:

- TAG maintains the option to use key staff assignment authority IAW TAG Policy # 28.
- If a career AGR Soldiers is selected, they will retain their career status followed by their position being filled IAW TAG Policy # 29.
- Consecutive One Time Occasional Tours (OTOT) are not authorized.
- Non-AGR Soldiers serving on an OTOT are eligible to apply and compete for career AGR positions advertised to current military members (Zone 2).
- Non-AGR Soldiers serving on an OTOT are not eligible to compete for positions advertised to current, on board AGRs (Zone 1).
- Non-AGR Soldiers time served on an OTOT will not count as part of the AGR tour used in the career AGR Program. Upon completion of the OTOT, Soldier will REFRAD, be returned to a traditional status and is not entitled to be accessed into the career AGR program.

PROBATIONARY PERIOD

AGR Soldiers will not be reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or command directed reassignments. The initial three (3) year tour is a probationary period. During the third year of the initial tour, all AGR Soldiers will be evaluated for potential for continued active service. During this probationary period, the DEARNG may terminate the individual's employment for any reason. Such action shall not be subject to grievance and/or arbitration procedures. Soldiers who do not achieve an acceptable level of performance during the initial three (3) year active duty period may be released IAW NGR 600-5, chap 5 & 6.



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POSITION DESCRIPTION

PVA #: 03-AR-16

Closing Date: 1 April 2016

POSITION TITLE: State Command Sergeant Major (SCSM)

ORGANIZATION LOCATION: JFHQ - Delaware Army National Guard

1. Performs duties necessary for efficient operations, achievement and maintenance of readiness of the DEARNG, with particular emphasis on enlisted morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment and reassignment, administration and utilization, as they affect the service contributions of ARNG enlisted Soldiers to the DEARNG.
2. Proposes, initiates, assists and advises in creating plans, programs, and environments for developing and maintaining high enlisted esprit de corps and morale in all elements of the DEARNG; comprehensive individual and unit indoctrination and mission awareness; prevention and resolution of dissatisfaction in the enlisted ranks; and prompt and appropriate recognition of individual enlisted Soldiers whose service is at a conspicuously high level.
3. Coordinates with and assists the DEARNG Command Sergeant Majors, Non-Commissioned Officers (NCOs) and other enlisted organizations, councils, groups, etc., and their representatives. Works to further the intent of The Adjutant General's and Assistant Adjutant General's programs conceived and implemented to improve enlisted morale, understanding, mission awareness, career dedication and upward mobility in the context of the overall state mission.
4. Counsels enlisted personnel on complaints not referred through official military or technician channels. Advises The Adjutant General, Assistant Adjutant General and ARNG staff, as well as other appropriate supervisors, mediates as issues arise and proposes means of resolution.
5. Participates, advises and assists in planning, publicizing and administering enlisted "awards and recognition" programs. Coordinates with DEARNG Military personnel sections to assure proper dissemination, clarification and administration of promotion policies. Furthers and develops programs that will enable all enlisted Soldiers to utilize promotion possibilities, opportunities for Warrant Officer Appointments, or to achieve commissioned status.
6. Assists, advises and counsels in preparation, inception and maintenance of recruiting and retention programs. Coordinates with and assists Recruiting and Retention Officer in general recruitment. Assists the Equal Employment Office in minority recruitment and assists Human Resources Office in recruitment of qualified technicians and AGR enlisted Soldiers.
7. Advises, counsels and assists the DEARNG Enlisted Selection Boards and NCO promotion boards. Serves as a member on the Command Promotion and Retention Boards for Senior ARNG NCOs. Assists in counseling Senior NCOs about the enhancement and maintenance of their retention and promotion potential.
8. Analyzes directives, regulations and other documents originating at higher headquarters or gaining commands and notes actual and anticipated impact on the duties and responsibilities of enlisted personnel. Advises and assists in preparation of directives of The Adjutant General, the Assistant Adjutant General and Chief of Staff (COS) to assure proper and timely guidance to the JFHQ Staff and subordinate units. Assists in the development of feedback systems to assure compliance with and full understanding of regulatory requirements that depend on, or affect enlisted standards and morale.
9. Advises The Adjutant General, Assistant Adjutant General, COS, and the Senior ARNG Staff. Responds to all inquiries concerning operations, administration, policy, etc., that affect, or are projected to affect, enlisted personnel. Initiates correspondence as necessary, involving all military, AGR and technician echelons of the Delaware Army National Guard, individual Guard members, other federal, state and civilian agencies, and appropriate military headquarters, on all matters affecting enlisted personnel and state and federal missions of the Army National Guard.
10. Performs frequent year-round visits for the purpose of observing, in military and technician contexts, the organizations, units and activities of the Delaware Army National Guard. Observes and evaluates the administration of all programs pertaining to and affecting enlisted Soldiers and the extent to which they are being carried out.
11. Serves as the CSM for The Adjutant General as required.