



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: Supply NCO	Position Number: 05-AR-16	Open Date: 1 April 2016	Close Date: 1 May 2016
MOS/Branch Required: 92Y	PARA/LIN: 110/08 (300A/12)	Minimum Grade: SPC (E4) Maximum Grade: SGT (E5)	
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		72nd Troop Command - HHD First Regiment Road Wilmington, Delaware 19808	

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 located in the 72nd Troop Command Headquarters, Headquarters Detachment (HHD). The purpose of the position is to serve as the HHD commander's full-time representative, responsible for day-to-day unit level supply and maintenance activities under the direction of the Brigade Senior Logistics NCO. Researches, coordinates and requests all classes of supply, loan items, and training aids for the unit's training and operations. Responsible for the individual clothing records for unit members including accountability, requisition, distribution, and maintenance. Prepares requests, receives, issues, and monitors accountability of Organizational Clothing and Individual Equipment. Maintains accounting records and makes recommendations to the Unit Commander for the expenditure of allocated funds for expendable, durable, and non-expendable supplies. Coordinates pre-positioning of logistical items, picks up supplies, draws billeting, buses and other items at training sites and other servicing agencies. Coordinates Food Service tasks ensuring ration requests purchase or draw of rations, cash collection for meals, are handled in accordance with published guidance. See attached position description for additional details.

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, and AR 600-10

- 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 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."
- Soldiers involuntarily released from Active Duty, Full-Time National Guard Duty (FTNGD) including Active Guard Reserve (AGR) are not eligible to enter in 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.



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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 Only).
- NGB Form 34-3 (Certificate of Agreement and Understanding – OTOT Only).
- 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.
- Last five (5) Officer/Noncommissioned Officer Evaluation Reports (OER/NCOER).
- Letters of recommendation or performance from chain of command are optional unless Soldier does not have 5 NCOER.
- Validated Officer/Enlisted Record Brief (ORB/ERB).
- DA Photograph in military uniform taken within the last 24 months.
- Security Clearance Letter of Certification (JPAS).
- 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).
- 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:

- Career AGR Soldiers selected, will retain their career status followed by their position being filled IAW TAG Policy # 29.
- Non-AGR Soldiers serving on an OTOT are eligible to apply.
- Soldiers with rank higher than position identified are eligible to apply, but will require a reduction should they be selected.
- Soldiers selected for this position that are not qualified as 92Y will be required to attend 92Y MOS qualification within 12 months of accession into the AGR Force.
- Subsequent full-time support mandatory training at NGPEC is required for this position.
- Potential promotion to SSG/E6 is dependent on the available E6/SSG resources against the FY17 authorization voucher.

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 #: 06-AR-16

Closing Date: 1 May 2016

POSITION TITLE: Supply NCO

ORGANIZATION LOCATION: 72nd Troop Command - Delaware Army National Guard

1. Incumbent is responsible for the day-to-day logistical and maintenance programs for the unit. Researches, coordinates and requests all classes of supply, loan items, and training aids for the unit's training and operations. Functions as the unit's principal advisor to ensure the implementation of the Command Supply Discipline Program. Responsible for the individual clothing records for unit members including accountability, requisition, distribution, and maintenance. Prepares requests, receives, issues, and monitors accountability of Organizational Clothing and Individual Equipment. Maintains accounting records and makes recommendations to the Unit Commander for the expenditure of allocated funds for expendable, durable, and non-expendable supplies. Coordinates pre-positioning of logistical items, picks up supplies, draws billeting, buses and other items at training sites and other servicing agencies. Coordinates Food Service tasks ensuring ration requests purchase or draw of rations, cash collection for meals, are handled in accordance with published guidance. Provides guidance and assists senior graded personnel in IDT and AT logistical planning and preparation. Prepares the logistical input for Unit Status Report feeder preparation. Attends and participates in next higher headquarters logistical meetings and conferences
2. Oversees the issuance and turn-in of equipment for all unit level actions and activities. Orders and/or purchases facility janitorial supplies as authorized. Issues weapon and protective mask cards. Serves as the unit purchase-card holder for ordering items in accordance with current directives and as requested by unit leadership. Prepares and submits expendable/durable requisitions. Works with training personnel to forecast the proper amounts of training ammunition are ordered for the training year. Receives, issues, and accounts for ammunition.
3. Ensures logistical items are properly stored and coordinates unit personnel to periodically check items in storage for accountability and serviceability. Participates in change of command inventories ensuring the new commander verifies all levels of supply accountability. Prepares hand receipts as required for the issuance of supplies and equipment. Conducts or oversees the conduct of cyclic inventories, sensitive items inventories. Inventories and prepares shortage annexes and is responsible for Shortage Annex Management including posting issue and recovery documents. Must ensure adjustment documents are prepared and accurate (e.g. Statement of Charges, Cash Collections and equipment transfer documents). Manages loan and lease of unit equipment for other than military use as prescribed by written guidance. Completes and forwards reports required by higher headquarters.
4. Schedules equipment for calibration and alignment as is required by higher headquarters guidance. Completes, processes, and ensures completion of automated work orders for the repair of equipment. Requisitions parts to enable unit personnel to make authorized repairs. As required, provides transport of equipment to the support maintenance facility. Serves as HAZMAT coordinator for the unit.
5. Serves as unit physical security coordinator ensuring the security book, arms room keys and other items are properly accounted and cared for. Functions as the key custodian for the unit and as such issues keys and maintains accountability. Coordinates with local, state, and federal law enforcement agencies for security of federal and state property, arms, and ammunition. Ensures weapons and protective masks are properly stored.



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6. Assists, as required, in training administration for the unit. Contacts organizations or individuals to arrange for use of facilities such as small arms ranges for training. Requests or ensures required training materials and training aids such as ammunition, pieces of equipment, films, models of equipment, etc, are on hand. Assists, as directed, unit members in the preparation of training and evaluation outlines, proper methods of instruction and obtaining reference material and teaching aids. Assists training personnel in drafting training schedules. Assists, as required, in completing applications for service schools, officer candidate school, and correspondence courses.
7. Assists in maintaining working relationships with local officials, clubs, etc., for a variety of such purposes as armory, security coordination with police, suitability investigations, armory rental, unit participation in celebrations or fund raising drives, and to provide public information about the National Guard. Works with community organizations to obtain support for the National Guard. As directed, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities.
8. Assists, as required, in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters.
9. Performs recruiting duties to maintain the unit at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veterans' organizations, schools, active duty recruiters and other organizations and groups. Participates in school activities such as "career days" for the purpose of informing individuals and groups of the benefits of belonging to the National Guard.
10. In the absence of assigned janitorial staff works, with other assigned full time support personnel, to care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance.
11. Trains and supervises lower graded unit supply personnel.
12. Performs other duties as assigned.