

**Army AGR Vacancy Announcement
Human Resource Office
4794 General Manning, Bldg 442
Boise, Idaho 83705-8112**

NGID-HRO-AGR

13 July 2012

SUBJECT: ANNOUNCEMENT NUMBER: **12-005**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

POSITION TITLE:	Recruiting & Retention NCO
UNIT:	IDARNG REC & RET
UIC:	W90PAA
DUTY LOCATION:	Caldwell, Idaho
AUTHORIZED GRADE:	E6
DUTY SSI OR MOS:	Must currently have or be able to obtain SQI of 4
ELIGIBILITY:	Open to Soldiers currently serving in the Idaho Army National Guard
GENDER LIMITATION:	None
CLOSING DATE:	7 August 2012

2. **EQUAL OPPORTUNITY:** The Idaho Army National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

3. The Idaho Army National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. Applicants must possess a valid State Motor Vehicles Operator permit.

5. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date this announcement, (ie PQR, RPAM, MEDPROS).

a. Applications will not be accepted in binders or document protectors.

b. AGR Application Checklist on top of the application (refer to page 7). Documents must be organized in this manner.

c. NGB Form 34-1. <http://inghro.state.id.us/new/jobs/ngb34-1.pdf>

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d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 2 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Certified Height/Weight or DA 5500/DA 5501 not older than 30 days from the close date of this announcement.

g. DA 2-1 and/or ERB.

h. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

i. DA Photograph in Class A uniform, taken within 12 months (snapshot acceptable).

j. Retirement Point Accounting Management (RPAM).

k. Current Personnel Qualification Record (PQR).

l. Copy of current Idaho Drivers License and military driver's license (if applicable).

m. Documentation supporting applicant's qualifications (i.e. resume).

n. All applicants must have or be able to obtain a secret security clearance (this is a condition of employment).

o. If an administrative reduction is necessary to accept this AGR appointment, complete a DA 4187 to request for Voluntary Reduction, sign, and include in your application packet.

p. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

6. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-HRO-AGR, ATTN: SSG Jacqueline White, 4794 General Manning Ave, Bldg 442, Boise, ID 83705-8112, no later than 1630 hours on the closing date specified in this announcement.** Mailing of application packets using military postage is prohibited.

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7. Acceptance of an AGR position may have an effect on Selected Reserve Incentive Programs, to include Bonus payments and/or Student Loan Repayment Program. This will not affect Montgomery GI Bill eligibility. Please check with the incentives branch to receive information on how an AGR position would affect you individually.

8. Subject to availability of funds; Permanent Change of Station (PCS) allowance is authorized for incumbents residing outside normal commuting distance as stated by USPFO PAM 37-106.

9. POC for further information is MSG John Vanhorn at DSN 422-4215/COM 208-272-4215 or john.vanhorn@us.army.mil

//signed//
JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

Recruiting and Retention NCO (RRNCO)

Scope and Duties

An IDARNG RRNCO is expected to perform a three tenant mission; recruiting, retention, and attrition management. As a recruiter, focus will be placed on recruiting prospecting and processing activities to include lead refinement, telephone prospecting, social media outlets, test/physical projection and MEPS processing. Included will be all schools, civic, COI/VIP, and unit activities. Meeting their retention and attrition management mission, RRNCOs are expected to work closely with local units to assist in retaining qualified and quality Soldiers in the IDARNG. RRB NCOs may be expected to assist in the training of RSP Soldiers and further support of the program. RRNCOs should plan to perform duties using a non-standard duty day, weekends, and long hours. To become qualified, NCOs will need to complete the five week 79T Basic RR Course at the Strength Maintenance Training Center, NGPEC. All RRNCOs are Soldier first, NCOs second, and RRNCOs third. Proficiency in Warrior tasks, development as an NCO, and remaining effective as an RRNCO is required of all RRB personnel.

RRNCO duties include the following:

- a. Area canvass and telephone prospect to find prospects, referrals and leads.
- b. Pre-qualify referrals, prospects, leads and/or current members to determine eligibility for enlistment/reenlistment.
- c. Schedule appointments and conduct sales interviews to obtain enlistments and re-sale interviews.
- d. Counsel applicants on test results (mental and physical), enlistment contracts, service obligations, incentives and benefits, IET requirements and disqualification update record.
- e. Prepare PS and NPS enlistment packets in ARISS, conduct a MEPS pre-enlistment screening briefing.
- f. Prepare and conduct presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history.
- g. Establish and maintain a partnership with assigned unit and assist the Commanders and First Sergeant in executing the unit strength maintenance plan and attrition management program.
- h. Assist unit leaders in all matters pertaining to SM by providing SM guidance, support and recommendations, conducting SM training, & assisting in the development of SM incentive award prgms.
- i. Attend at least a portion of each MUTA for unit(s) supported.
- j. Distribute and display SM promotional items in the unit and in the community.
- k. Conduct interviews with Soldiers, family members, employers and other key individuals to determine the effectiveness of current policies, unit training, ARNG benefit programs and other initiatives.
- l. Maintain contact with unit members, help prevent & solve problems, make recommendation to leadership.
- m. Train FLLs in career planning, recommend available programs and options.
- n. Provide strength maintenance guidance & training for unit attrition personnel on admin & retention.
- o. Provide feedback as required after each unit drill and provide information papers and other reports as needed.
 - (1) Identification of all Soldiers in the 180 day ETS window.
 - (2) Each Soldier's intention regarding extension/re-enlistment.
- p. Explain ARNG opportunities to soldiers and their families; research and explain available features and benefits.
- q. Use Path to Honor and Recruiter Zone to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments.
- r. Assist in transfer, separation, and discharge requests when needed.
- s. Assist in the preparation and staffing of Family Assistance Centers (FACs) as directed.
- t. Perform administrative or logistical tasks necessary to prepare the Soldier for entrance into and success while part of the RSP.
- u. Instruct RSP events as necessary.
- v. All other duties as assigned.

Special Qualification Identifier (SQI) Code 4 Specifications

1. *Description of positions.* Identifies positions associated with recruiting duty other than career recruiters, MOS 79R, and 79T.
2. *Qualifications.* Must graduate from the Army Recruiter Course taught at the Recruiting and Retention School, Ft Jackson, SC. For ARNG Soldiers must graduate from the Army National Guard Recruiting and Retention School taught at the Strength Maintenance Training Center, Camp Robinson, AR.
3. *Restrictions.*
 - (1) Individuals can have no record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
 - (2) For use with any MOS except 79R and 79T.

<u>AGR Application Checklist</u>			
Name:		SSN:	
Position # 12-005		Location: Caldwell, ID	
Recruiting & Retention NCO			
Phone number to be reached at for interview:			
Email address (if deployed):			
Required Documents	Yes	No	Date
1. This Checklist			
2. NGB Form 34-1(Dated October 2002) (Must be signed by applicant)			
3. MEDPROS - Individual Medical Readiness Record			
A. Chapter 3 Physical (not more than 5 years old) or PHA within one year			
B. HIV Test (not be more than 5 years old).			
4. DA Form 705 (Army Physical Fitness Score Card)			
A. Must show minimum of last 2 record tests, most current test not older than 12 Months. A Statement explaining the absence of record tests will be Accepted. (Included DA 3349 if precluded from standard 3 event test)			
5. Certified Statement of Height and Weight or DA 5500 / DA 5501			
A. Must not be older than 30 days.			
6. DA 2-1 Personnel Qualification Record, or DA 4037 (Officer Record Brief) / (Enlisted Record Brief)			
A. Verify the following Requirements against DA PAM 611-21			
1. ASVAB Score Required			
2. MOS / AOC Qualified			
7. Previous 5 (Enlisted DA 2166-8, NCOER), (Officer DA 67-9, OER)			
A. Unit Commander Letter of Recommendation for E-4 and below			
8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)			
9. RPAM (Retirement Point Accounting Management) if current member of ARNG			
10. Personnel Qualification Report (PQR Part B) (GPVS 1790)			
11. Copy of State Motor Vehicles Operator Permit and Military Drivers license			
12. Documentation supporting applicant's qualifications (Resume) optional			
13. Security Clearance (if required)			
14. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)			