

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

NGID-HRO-AGR

1 June 2013

SUBJECT: ANNOUNCEMENT NUMBER: **13-025**

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:	Sandpoint
AUTHORIZED GRADE:	E4 - E6 Only
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 who hold the rank of SPC, SGT, or SSG. SFCs may apply if willing to accept an administrative reduction.
GENDER LIMITATION:	None
CLOSING DATE:	14 June 2013

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.

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. Documents must be organized in this manner.

c. NGB Form 34-1.

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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. You may also scan your application packets to jackie.d.white@us.army.mil.

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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:

1. Area canvass and telephone prospect to find prospects, referrals and leads.
2. Pre-qualify referrals, prospects, leads and/or current members to determine eligibility for enlistment/reenlistment.
3. Schedule appointments and conduct sales interviews to obtain enlistments and re-sale interviews.
4. Counsel applicants on test results (mental and physical), enlistment contracts, service obligations, incentives and benefits, IET requirements and disqualification update record.
5. Prepare PS and NPS enlistment packets in ARISS, conduct a MEPS pre-enlistment screening briefing.
6. 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.
7. 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.
8. 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.
9. Attend at least a portion of each MUTA for unit(s) supported.
10. Distribute and display SM promotional items in the unit and in the community.
11. 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.
12. Maintain contact with unit members, help prevent & solve problems, make recommendation to leadership.
13. Train FLLs in career planning, recommend available programs and options.
14. Provide strength maintenance guidance & training for unit attrition personnel on admin & retention.
15. Provide feedback as required after each unit drill and provide information papers and other reports as needed.
 - (a) Identification of all Soldiers in the 180 day ETS window.
 - (b) Each Soldier's intention regarding extension/re-enlistment.
16. Explain ARNG opportunities to soldiers and their families; research and explain available features and benefits.
17. 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.
18. Assist in transfer, separation, and discharge requests when needed.
19. Assist in the preparation and staffing of Family Assistance Centers (FACs) as directed.
20. Perform administrative or logistical tasks necessary to prepare the Soldier for entrance into and success while part of the RSP.
21. Instruct RSP events as necessary.
22. 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.* **ASVAB Score Requirement: GT score of 110; can be waived up to 10 points if the ST score is 96 or above.** 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.

AGR Application Checklist

Name:	SSN:	
Position #	Location:	

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 <i>(Must be signed by applicant)</i>			
3. MEDPROS - Individual Medical Readiness Record			
A. Chapter 3 Physical <i>(not more than 5 years old) or PHA within one year</i>			
B. HIV Test <i>(not be more than 5 years old).</i>			
4. DA Form 705 <i>(Army Physical Fitness Score Card)</i>			
A. <i>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)</i>			
5. Certified Statement of Height and Weight or DA 5500 / DA 5501			
A. <i>Must not be older than 30 days.</i>			
6. DA 2-1 Personnel Qualification Record and/or Enlisted Record Brief			
A. Verify the following Requirements against DA PAM 611-21			
1. <i>ASVAB Score Required</i>			
2. <i>MOS or SQI required</i>			
7. Previous 5 DA 2166-8 NCOER or Commander's Letter of Recommendation for E4			
8. DA Photograph in Class A uniform <i>(Snapshot ok, Not older than 12 months)</i>			
9. RPAM <i>(Retirement Point Accounting Management) if current member of ARNG</i>			
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 <i>(Resume) optional</i>			
13. Security Clearance <i>(if required)</i>			
14. DA 4187 for Voluntary Reduction <i>(if necessary to accept AGR position)</i>			

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is NGB-ARH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT

- AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.
- PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the Applicant. The original will be maintained by the Human resources Office for state records. For organizational use only.
- ROUTINE USES:** None.
- DISCLOSURE:** Voluntary; However, if not provided you will not be accepted into the AGR program.

POSITION ANNOUNCEMENT #:	POSITION TITLE:	
NAME: <i>(Last, First, Middle)</i>		DATE OF BIRTH: <i>(yyyymmdd)</i>
CURRENT HOME ADDRESS: <i>(Street, City, State, Zip Code)</i>		HOME PHONE: OFFICE PHONE:
<i>(Enlisted)</i> DATE OF ENLISTMENT:	GRADE:	MOS/SSI/AFSC: ETS DATE:
<i>(Officer/WO)</i> DATE OF FEDERAL RECOGNITION:	GRADE:	BRANCH: ROPMA/MRD DATE:
SECURITY CLEARANCE:		

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS

1. COLLEGE OR UNIVERSITY: *(Officer Applicants - Accredited Colleges only)*

Name, City & State	Date From	Date To	Degree Program	Credit Hours
Chief Undergraduate Subject:				
Chief Graduate Subject:				

2. OTHER SCHOOLS OR TRAINING: *(Vocational, Trade or Business)*

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS: Special skills and qualifications with office machines (Word Processing - WPM), wheel and track vehicles, etc. Also list any licenses or certificates held (Pilot, Nurse).

SECTION II - EMPLOYMENT HISTORY

May inquiry be made of your present employer regarding your character, qualification, and record of employment?
(A "No" answer will not affect your consideration for employment.)

CHECK ONE: YES NO

1. NAME AND ADDRESS OF EMPLOYER:	DATES EMPLOYED		AVERAGE HRS. PER WEEK
	FROM	TO	
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NO. OF EMPLOYEES YOU SUPERVISED:	
TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:		
DESCRIPTION OF WORK: <i>(Describe your specific responsibilities and accomplishments)</i>			
OTHER EMPLOYMENT			
2. NAME AND ADDRESS OF EMPLOYER:	DATES EMPLOYED		AVERAGE HRS. PER WEEK
	FROM	TO	
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NO. OF EMPLOYEES YOU SUPERVISED:	
TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:		
DESCRIPTION OF WORK: <i>(Describe your specific responsibilities and accomplishments)</i>			

SECTION III - MILITARY HISTORY

1. MILITARY SERVICE: (Start with most recent service and show changes in grade and duty in reverse chronological order.)

FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY

2. MILITARY TRAINING:

FORMAL MILITARY SCHOOL TRAINING COMPLETED

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEKS	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

3. MILITARY QUALIFICATIONS (List any primary MOS/SSI which has been awarded on orders.)

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED (Service School, On-the-Job Training, Civilian Experience, etc.)

4. INDICATE ANY OJT WHICH IS QUALIFYING FOR A MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS.

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

YES	NO	(All Applicants Must Complete) Attach a separate sheet fully explaining any "YES" answers (except 9 & 10).
<input type="checkbox"/>	<input type="checkbox"/>	1. Within the last five years, have you been fired for any reason?
<input type="checkbox"/>	<input type="checkbox"/>	2. Within the last five years have you quit a job after being notified that you would be fired?
<input type="checkbox"/>	<input type="checkbox"/>	3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?
<input type="checkbox"/>	<input type="checkbox"/>	4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3?
<input type="checkbox"/>	<input type="checkbox"/>	5. While in the military, have you ever been convicted by a General Court Martial?
<input type="checkbox"/>	<input type="checkbox"/>	6. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours by blood or marriage?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service?
<input type="checkbox"/>	<input type="checkbox"/>	8. Have you ever been removed from military service due to unsuitability?
<input type="checkbox"/>	<input type="checkbox"/>	9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)?
<input type="checkbox"/>	<input type="checkbox"/>	10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty?
<input type="checkbox"/>	<input type="checkbox"/>	11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?
<input type="checkbox"/>	<input type="checkbox"/>	12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including but not limited to relief from command in the past year?
<input type="checkbox"/>	<input type="checkbox"/>	13. Do you currently possess or is a report of suspension of favorable actions pending?
<input type="checkbox"/>	<input type="checkbox"/>	14. Have you voluntarily separated from the AGR Program in any state for one or more days within the past year? (ARNG Applicants Only)
<input type="checkbox"/>	<input type="checkbox"/>	15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?
<input type="checkbox"/>	<input type="checkbox"/>	16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by Headquarters, or Department of the Army Headquarters, within the past 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	17. Has met the minimum requirement for each fitness component in addition to scoring an overall score of 75 point or higher, per AFI 36-2905.

SECTION V - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to Personnel Specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE:

DATE: