

Idaho Joint Force Headquarters
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112

NGID-HRO-AGR

3 October 2014

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **15-01**

1. One Time Occasional Tour (OTOT) 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:	Mountain Home, ID
AUTHORIZED GRADE:	SSG / E6
DUTY SSI OR MOS:	Must currently have or be able to obtain SQI of “4”
ELIGIBILITY:	Open to current Enlisted Soldiers serving in the Idaho Army National Guard M-Day Soldiers who hold the rank of SPC or SGT and qualify for a three year One Time Occasional Tour (OTOT). AGR applicants are encouraged to apply. If selected, the successful AGR will be assigned a three year tour with Recruiting & Retention, and return to his/her parent organization upon completion of this tour. All applicants must have completed WLC or equivalent.
GENDER LIMITATION:	None
CLOSING DATE:	27 October 2014

2. **Technician & M-Day Applicants Only:** This is an AGR authorization temporarily allocated to the Recruiting & Retention Battalion. This opportunity is open to IDARNG Soldiers that qualify for an OTOT. The successful applicant is required to execute a “Certificate of Agreement and Understanding OTOT” prior to accepting this tour. Consecutive OTOTs are not authorized. Upon completion of this tour, the applicant will return to a traditional status as a member of the Idaho Army National Guard.

3. **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.

4. Applicants must possess a valid State Motor Vehicle Operator license.

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, i.e. PQR, RPAM, MEDPROS.

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- a. Applications will not be accepted in binders or document protectors.
 - b. AGR Application Checklist dated September 2013 on top of the application. Documents must be organized in this manner. This can be found attached to this announcement or on iPort at: <http://ngid-iport/sites/jfhq/G1/HRO/Pages/default.aspx>.
 - c. NGB Form 34-1 (completed and signed).
 - 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. Copies of all temporary and permanent profiles.
 - f. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last five record tests; most current test not older than one year. A statement explaining the absence of record tests is required.
 - g. Certified Height/Weight (HT/WT) or DA 5500 / DA 5501 (if applicable); not older than 30 days from the close date of this announcement. HT/WT on the APFT scorecard is NOT a substitute.
 - h. ERB (Enlisted Record Brief). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your ERB. Otherwise, documentation must be attached showing current ASVAB scores.
 - i. Previous five DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4s, to include E5s with insufficient time in grade..
 - j. Official DA Photograph in the Class A uniform (an unofficial photograph is acceptable).
 - k. Retirement Point Accounting Management (RPAM).
 - l. Current Personnel Qualification Record (PQR).
 - m. Copy of current driver's license and military driver's license.
 - n. Documentation supporting applicant's qualifications i.e. resume, certificates, etc (optional).
 - o. Must have or be able to obtain a Secret security clearance (this is a condition of employment).
 - p. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.
6. 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.

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7. Mailing of application packets using military postage is prohibited. Application packets must arrive **no later than 1630 hours** on the closing date specified in this announcement to the following address:

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

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

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.*

a. Rank exception to policy. If an E-4 has completed the Warrior Leader Course (WLC), their request for exception to policy may be granted. Enlisted Records Brief or DA Form 1059 is acceptable source documents for WLC completion.

b. Line score waiver. Test documenting line score must be no older than five years from the date that the course begins. (Applies to Soldiers requesting ETP only) Enlisted Record Brief is the accepted source document for the scores. (A minimum score of 110 in aptitude GT waivable to 100 and 96 in aptitude area ST on ASVAB.

c. **Combinations of (a) and (b) above are not authorized.**

3. *Restrictions.*

(a) 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.

(b) For use with any MOS except 79R and 79T.

Certificate of Agreement and Understanding OTOT

Section I - Applicability

- a. Army National Guard commissioned officers, warrant officers, and enlisted Soldiers entering into the Active Guard Reserve (AGR) program on a One Time Occasional Tour (OTOT) must sign this certificate of understanding and agreement prior to issuance of AGR orders.
- b. This form will be completed only once and will remain in force during the entire period the individual serves on Full-Time National Guard Duty (FTNGD) unless the certificate is revised by NGB.
- c. A copy of this certificate will be given to the individual and a copy will be filed permanently in the AGR Management files.

Section II - Active Guard Reserve (AGR) One Time Occasional Tour (OTOT) Conditions and Obligations

(Soldier will initial on appropriate line)

_____ I understand that I am entering a period of AGR FTNGD on a One Time Occasional Tour (OTOT).

_____ I understand that this period of AGR FTNGD will not be renewed or continued.

_____ I understand that I will not be reviewed by any AGR tour review process while serving on an OTOT.

_____ I understand that, if I am eligible, I will be considered by the Qualitative Retention Board (QRB) or Selective Retention Board (SRB) while serving on an OTOT.

_____ I understand that serving an OTOT does not entitle me to entry into a career AGR state and that I will not be entered into a career status upon completion of an OTOT.

_____ I understand that I may apply for career AGR positions and, if selected, may terminate the OTOT and be placed on a career AGR initial tour.

_____ I will be subject to the State Code of Military Justice.

_____ I will be managed under the regulations and policies that apply to the Army National Guard and my State.

_____ I understand that I may be reassigned without my consent and without geographical limitations within the boundaries of the State to meet the needs of the service at any time. Failure to comply with orders is grounds for removal from active service without board action and that I may be subject to appropriate administrative action and proceedings under the State Code of Military Justice. I further understand that I will receive Permanent Change of Station (PCS) entitlements as a result of reassignment to a duty station outside the established local commuting distance.

_____ I understand that my voluntary entry into an OTOT does not guarantee that I will attain 20 years of Active Service for retirement.

Certificate of Agreement and Understanding OTOT (continued)

Section III

I have been counseled on and understand all of the conditions and service requirements in this certificate. No other conditions or promises were made to me as a condition of my service on an OTOT in the AGR Program.

_____ Date Signed	_____ Typed or Printed Name & Rank	_____ (Signature)
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_____ Date Signed	_____ Typed or Printed Name & Rank of Counselor	_____ (Signature)
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