

**ARMY AGR VACANCY ANNOUNCEMENT  
HUMAN RESOURCE OFFICE  
4794 FARMAN ST., BLDG 442  
BOISE, IDAHO 83705-8112**

JFHQ-ID/J1HR

18 May 2010

SUBJECT: ANNOUNCEMENT NUMBER: **10-015**

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

<b>POSITION TITLE:</b>	<b>RECRUITING AND RETENTION NCO</b>
<b>UNIT IDENTIFICATION:</b>	<b>IDARNG REC &amp; RET DET</b>
<b>TDA IDENTIFICATION:</b>	<b>W77716</b>
<b>DUTY LOCATION:</b>	<b>MOUNTAIN HOME, Idaho</b>
<b>AUTHORIZED GRADE:</b>	<b>E4 – E6</b>
<b>DUTY SSI OR MOS:</b>	<b>79T30 or ability to obtain</b>
<b>ELIGIBILITY:</b>	<b>Open to soldiers currently serving in the Idaho Army National Guard with the exception of current onboard AGRs within 18 months of initial tour start date</b>
<b>GENDER LIMITATION:</b>	<b>None</b>
<b>CLOSING DATE:</b>	<b>02 June 2010</b>

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 PQRB, 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 5). 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 4 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 5500R not older than 30 days from the close date of this announcement.

g. DA 2-1 Personnel Qualification Record

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. DD Form 214 – if applicable.

k. Retirement Point Accounting Management (RPAM).

l. Current Personnel Qualification Report Part B (PQRB).

m. Copy of current Idaho Drivers License and military drivers license (if applicable).

n. Documentation supporting applicant's qualifications (ie resume).

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

p. 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.

q. 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: **JFHQ-ID/J1HR, ATTN: SSG Chris Young, 4794 Farman Street, Bldg 442, Boise, ID 83705-8037, no later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

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7. Any Soldier currently under contract for an incentive, who accepts an AGR position (Title 10 or Title 32) will have their incentive terminated without recoupment. Any unpaid portion of the incentive will be paid to the Soldier. The Student Loan Repayment Program (SLRP) ends the date of hire with no final pay-out. Acceptance of an AGR position does not affect Montgomery GI bill eligibility.

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 SSG Chris Young at DSN 422-4214/COM 208-272-4214 or [chris.l.young@id.ngb.army.mil](mailto:chris.l.young@id.ngb.army.mil)

//signed//  
ARLIN J DE GROOT  
MSG, IDARNG  
AGR MANAGER

## POSITION DESCRIPTION AND JUSTIFICATION

**Required:** Knowledge of the organization and mission of the ARNG. Excellent speaking ability and presentation skills are essential. Physical demand rating (PUHLES) of 132221. GT score of 110, (waiverable with GT score of 100 with an ST score of 100).

**Desired:**

Three to five years experience as a Team/Squad/Section Leader.

**EDUCATION:**

**Military:** Commensurate with grade requirements.

**Civilian:** High school graduate, or GED equivalent with one year of college. Associate degree desired.

**SUPERVISORY CONTROLS:** Works under the supervision and control of the Area NCO. Performs duties with minimum supervision after receiving general guidance.

**JUSTIFICATION:** The Recruiting and Retention NCO (RRNCO) is responsible for all three tenets of the Strength Maintenance Program; enlisting qualified applicants into the ARNG (Recruiting), keeping soldiers from leaving the ARNG prior to ETS (Attrition Management) and reenlisting qualified soldiers at ETS (Retention). The RRNCO is a critical part of the Strength Maintenance Program and is absolutely essential to maintaining the strength and relevance of the ARNG.

**POSITION DESCRIPTION:** RRNCOs must conform to the highest moral and ethical responsibilities required of an NCO. They are responsible for managing their own time and often work long and erratic hours to accomplish assigned missions. RRNCOs must maintain compliance with applicable strength maintenance regulations, policies, procedures and State guidance, including the 5-1-2-1 and 1 principle. Specific tasks, duties and responsibilities performed are as follows:

**Recruiting related duties:**

- a. Establishes and maintains contacts in designated recruiting area in order to generate interest, leads and enlistments into the ARNG.
- b. Conducts telephone prospecting, area canvassing and other lead generating activities in assigned area.
- c. Establishes and maintains effective centers of influence (COIs) and very important persons (VIPs) in schools, civic and government organizations.
- d. Develops, implements and maintains effective school recruiting programs.

- e. Presents formal and informal presentations to various school and civic groups concerning the ARNG mission/role, history, programs, features and benefits and various enlistment opportunities.
- f. Establishes and maintains a liaison relationship with local radio, television, and print media personnel to ensure the public is made aware of the benefits of the ARNG.
- g. Establishes and maintains displays (literature racks, posters, etc.) in local public and private organizations.
- h. Pre-qualifies prospects to ensure current, basic enlistment eligibility criteria are met. This includes: enlistment options, programs, obligations, IET requirements, selective reserve incentive programs (SRIP) and the Montgomery GI Bill.
- i. Conducts interviews with prospects regarding enlistment into the ARNG.
- j. Administers Enlistment Screening Test (EST) to all applicants prior to Armed Services Vocational Aptitude Battery (ASVAB) testing as deemed appropriate.
- k. Assists in the scheduling and the administration of high school ASVAB testing.
- l. Arranges for transportation of applicants to Military Entrance Processing Stations (MEPS) and the Military Examination Test Sites (METS) for enlistment processing, ensuring that all applicants requiring a waiver have an approved waiver prior to MEPS processing.
- m. Prepares, completes and submits enlistment packets and other required enlistment processing documents prior to transporting applicants to MEPS.
- n. Advises and assists unit commander(s) in assigned areas in developing and implementing an effective strength maintenance program, to include action plans for major training activities, unit events, classes and seminars.
- o. Develops and maintains a good working relationship with unit leaders and full-time support personnel in order to maintain a partnership with assigned unit(s).
- p. Prepares, conducts and evaluates strength maintenance training seminars, workshops, and conferences for assigned units of responsibility.
- q. Establishes and maintains recruiting related files, correspondence, data/reports, prospect cards, and lead refinement lists in accordance with state strength maintenance program, current policies and regulations.
- r. Adheres to NGB, State, team and local unit strength maintenance SOPs.

### **Attrition Management/Retention related duties:**

- a. Determines basic eligibility for extension/immediate reenlistment using current NGB enlistment criteria letter, state and federal policies and regulations.
- b. Prepares and processes reenlistment packets/documentation as required.
- c. Maintains periodic contact with unit members to determine needs and assist with resolving problems/concerns as related to the unit and the ARNG.
- d. Trains FLLs in career planning, incorporating the evaluation of background information and qualifications, determining needs, wants, desires, goals, and aspirations. Recommend available programs/options, and the requirements the soldier must meet.
- e. Prepares and presents classes and/or briefings on ARNG programs, requirements, and the opportunities and benefits of membership for soldiers, family members, employers and others as required.
- f. Periodically evaluates the unit attrition management/retention environment to ensure effective implementation of attrition management and retention programs, collects data and information, identifies areas of improvement, evaluates results and provides recommendations to unit commander(s).
- g. Assists commanders in implementing attrition management/retention programs. Advises leaders on attrition management/retention matters; reinforces actions, programs, influences, trends and indicators that promote a positive attrition management/retention environment. Presents negative aspects of and recommends changes to areas that adversely affect attrition management/retention.
- h. Assists unit commander in developing, conducting, evaluating and maintaining Strength Maintenance (SM) incentive awards programs, to include extension ceremonies and publicity programs.
- i. Assists leaders at all levels to establish and maintain required SM references and files.
- j. Evaluates loss data reports from SIDPERS-ARNG and other sources to determine trends and recommends corrective actions within units/organization.
- k. Assists, coordinates with, and provides guidance and training for unit retention personnel.
- l. Obtains, prepares, distributes and displays retention promotional items.
- m. Reviews and assists with transfer, separation and discharge requests IAW NGR 600-200 and State regulations and recommends alternatives if appropriate.
- n. Advises commanders and leaders on regulations/policy governing bars to extension/immediate reenlistment/reenlistment.

- o. Prepares and conducts attrition management/retention training/seminars/meetings for officers, NCOs, and other leaders and key personnel.
- p. During mobilization and as otherwise required assists commanders in the design, development, implementation and day to day running of a Family Assistance Center.
- q. Provides assistance to the unit commander/First Sergeant regarding the development and implementation of the Unit Sponsorship Program and the Family Support Program.
- r. Monitors and assists in matters pertaining to employer support of the Guard and Reserve program by working with unit leaders and commanders through the state liaison for ESGR, and the national ESGR.
- s. Conducts retention interviews as required.
- t. Establishes, maintains and evaluates attrition management/retention data/reports, and required records in accordance with state strength maintenance program, current policies and regulations.

### **AGR Application Checklist**

<b>Name:</b>	SSN:	REC & RET NCO	
<b>Position #</b> 10-015	Location: Mountain Home, ID		
<b>Phone number to be reached at for interview:</b>			
<b>Required Documents</b>	<b>Yes</b>	<b>No</b>	<b>Date</b>
<b>1. This Checklist</b>			
<b>2. NGB Form 34-1(Dated October 2002) (Must be signed by applicant)</b>			
<b>3. MEDPROS - Individual Medical Readiness Record</b>			
<b>A. Chapter 3 Physical (not more than 5 years old) or PHA within one year</b>			
<b>B. HIV Test (not be more than 5 years old).</b>			
<b>4. DA Form 705 (Army Physical Fitness Score Card)</b>			
<b>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)</b>			
<b>5. Certified Statement of Height and Weight or DA 5500-R</b>			
<b>A. Must not be older than 30 days.</b>			
<b>6. DA 2-1Personnel Qualification Record, or DA 4037 (Officer Record Brief) / (Enlisted Record Brief)</b>			
<b>A. Verify the following Requirements against DAPAM 611-21</b>			
1. GT Score			
2. MOS Qualified			
<b>7. Previous 5 (Enlisted DA 2166-8, (NCOER), (Officer DA 67-9, OER)</b>			
<b>A. Unit Commander Letter of Recommendation for E-4 and below</b>			
<b>8. DA Photograph in Class A uniform (Snapshot ok, Not older than 12 months)</b>			
<b>9. DD-214 (If not a current member of the ARNG)</b>			
<b>10. RPAM (Retirement Point Accounting Management) if current member of ARNG</b>			
<b>11. Personnel Qualification Report (PQR Part B) (GPVS 1790)</b>			
<b>12. Copy of State Motor Vehicles Operator Permit and Military Drivers license</b>			
<b>13. Documentation supporting applicant's qualifications (Resume) optional</b>			
<b>14. Security Clearance (if required)</b>			
<b>15. DA 4187 for Voluntary Reduction (if necessary to accept AGR position)</b>			