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

NGID-HRO-AGR 10 December 2015

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **16-07**

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:	**Various Locations**
AUTHORIZED GRADE:	**SSG / E6**
DUTY SSI OR MOS:	**Must currently have or be able to obtain SQI of "4". See SQI initial award qualifications and restrictions on page 7 of this announcement.**
ELIGIBILITY:	**Open nationwide to Soldiers currently serving in the Army National Guard who hold the rank of SPC through SSG.** **SFCs and above may apply, subject to the following conditions: 1) Soldiers holding the rank of SFC and above, having accrued six or more years of Active Service (AS), will agree to a voluntary reduction to the rank of the graded position upon acceptance of position; 2) Soldiers holding the rank of SSG and above, having accrued less than six years of AS, will agree to a voluntary reduction to the rank of SGT upon acceptance of position.**
GENDER LIMITATION:	**None**
CLOSING DATE:	**22 January 2016**

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. This announcement will be used to establish an Order of Merit List (OML) to fill vacancies throughout the State of Idaho, as they occur. Applicants will be afforded the opportunity to elect the regions within the State that he/she is willing to work (see enclosed form). You will be considered for accession based upon your position on the OML and the voluntary election you

make on the enclosed form. This OML is specific to vacancies within Recruiting and Retention, and will remain in effect six months beyond the date approved by the selecting official or until exhausted, whichever comes first.

4. **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.

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: 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 5 DA 2166-8 (NCO Evaluation Report) or Commander's Letter of Recommendation for E4s, to include E5s with insufficient time in grade.

j. Photograph in ASU, taken within one year (an unofficial photograph will be accepted). If currently deployed, a photograph in ACUs 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. DD Form 369 (attached to this announcement); Fill out blocks 1-9 and sign block 11.

o. Must be able to meet the Position of Significant Trust (POST) screening requirement consisting of a National Sex Offender Website check, behavioral health assessment and interview, and a detailed criminal records check separate of security clearance qualifications (this is a condition of employment).

p. Documentation supporting applicant's qualifications i.e. resume, certificates, etc (optional).

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

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

s. Recruiting and Retention Region Election Form (attached to this announcement).

t. Copies of all DD 214s.

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

6. 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.

7. 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.

8. Mailing of application packets using military postage is prohibited. Application packets must arrive **no later than 1500 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

9. POC for further information is MSG Cole Schwartz at DSN 212-4215/COM 208-272-4215 or farin.c.schwartz.mil@mail.

SCHWARTZ.FARIN.COLE.1152423760

Digitally signed by SCHWARTZ.FARIN.COLE.1152423760
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA, cn=SCHWARTZ.FARIN.COLE.1152423760
Date: 2015.12.10 15:23:05 -07'00'

FARIN C. SCHWARTZ
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 programs.
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 100 or above (on tests administered prior to 2 January 2002) or 96 and above (on tests administered on and after 2 January 2002).** 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.

4. Other *Restrictions.*

(1) Line score waivers are granted by the Army National Guard Recruiting and Retention School taught at the Strength Maintenance Training Center, Camp Robinson, AR.

(2) Individuals in the grade of E4 must have completed WLC and not need a Line Score Waiver.