



Idaho Army National Guard
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112



NGID-HRO-AGR

25 January 2023

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **23-09**

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 and Retention NCO
UNIT: Recruiting and Retention Battalion
UIC: W90PA2
DUTY LOCATION: Boise, ID
AUTHORIZED GRADE: E5-E7
DUTY SSI OR MOS: Must currently have or be able to obtain SQI of "4"
ELIGIBILITY: Open to current Service Members of all branches who hold the grade of E5 to E7 who have completed Army or Marine Corps BCT, Air Force or Navy Special Operations Forces Training, or Air Force Security Police Training. Applicants must be able to transfer to the Idaho Army National Guard.
Service Members holding the grade of E7 will be required to submit a voluntary reduction upon selection of the position.
CLOSING DATE: 10 March 2023

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

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. DTMS, IMR, RPAM, SRB.

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

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b. AGR Application Checklist dated September 2020. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho National Guard Human Resource website at:

<https://inghro.idaho.gov/hr/forms/forms.htm#formsArmyAgrJobs>

c. NGB Form 34-1 (completed and signed).

d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by navigating to the following link <https://medpros.mods.army.mil/medprosnew/> Select: Access Your Individual MEDPROS Record / Forms / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted. IMR must be generated after announcement date. **A letter of explanation/resolution is required for any medical deficiencies or overdue statuses i.e. Red or Black.**

e. Copies of current temporary and permanent profiles.

f. Digital Training Management System (DTMS) APFT Individual Training Report (ITR). Must be signed and dated by unit Training or Readiness NCO. If an alternate event was performed on most recent test, **a profile is required**. A letter of explanation is required for any absence of record APFT entries. *“Due to ongoing restrictions surrounding COVID-19, most recent APFT tests will be accepted by this office...exemptions for Ht-Wt are no longer in effect.*

g. Digital Training Management System (DTMS) Height/Weight Individual Training Report (ITR). Must be signed and dated by unit Training or Readiness NCO. Must be compliant with Ht/Wt standards IAW AR 600-9 by the closing date of this announcement.

h. SRB (Soldier Record Brief). Board selection format preferred (validated/certified). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your SRB. Otherwise, documentation must be attached showing current ASVAB scores or other qualifications.

i. Last five consecutive NCOERs/OERs and/or Commander's Letter of Recommendation for service members with less than five ratings.

j. Retirement Point Accounting Management (RPAM) worksheet.

k. DD 369 (attached to this announcement); fill out blocks 1-9 and sign block 11.

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

m. 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.

n. Biographical Sketch (Commissioned Officers Only). Must be signed by the applicant.

o. DA 1059 and/or Certificates for all OES Courses (Commissioned Officers Only).

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p. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment). A security clearance memorandum is only required when the security clearance has surpassed without renewal, or if there are any other security clearance issues that require explanation.

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

r. Must be able to meet the Recruiter and Training Cadre Suitability 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.)

5. 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.

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.

7. Application packets must be received on the closing date specified in this announcement to the address below. **The preferred method of submittal will be using the email method to the below AGR Mailbox.** Packets may also be delivered in person or by mail. Mailing of application packets using military postage is prohibited.

8. When submitting via email, Soldiers will send completed packets as one (1) PDF File (PDF Portfolios and attachments are not acceptable for emailed submissions) to ng.id.idarng.mbx.hro-agr@army.mil. Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 23-09 SPC John Doe.

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

9. The point of contact for further information is AGR Branch at 208-272-4214, 208-272-4217 or ng.id.idarng.mbx.hro-agr@army.mil.

K-LYNN J. DONOHO
SFC, IDARNG
AGR Staffing NCO

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.

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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.
23. Maintains hardware, software, tools and reference material for network. Connects devices and determines placement of routers and switches for internet services. Installs Web servers, file servers, print server's domain name servers, and mail servers. Maintains active directory content. Creates user accounts and sets up necessary user workstation application software. Troubleshoots network to include connectivity, hardware and software issues.

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; (waivable to GT score of 100 or GT score of 95 with an ST score of 95). ARNG Soldiers must graduate from the Army National Guard Recruiting and Retention School taught at the Strength Maintenance Training Center, Camp Robinson, AR.
Acceptable line score verification documents:
ERB
REDD Report print out
AFQT Retest results memo
Page 1 of most current 1966 (GT is Block 19(13-15), ST is block 19(40-42))
3. Restrictions.
 - (1) E4s must have at least 3 years time in service and have completed Basic Leader Course.
 - (2) 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.
 - (3) Must not have been enrolled in a drug or alcohol dependency intervention program in the last 12 months. No waiver is authorized for Soldiers who do not meet this requirement.
4. Other Restrictions.
SMOM 18-058, Dated 29 June 2018, Subject: Strength Maintenance Training Center (SMTC) Non-Career Recruiter (NCR) Course Prerequisites