IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3882 W Ellsworth St. Building 440
Boise, Idaho 83705-8112

NGID-PED

10 November 2026

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **27-07**

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 and Retention NCO**
UNIT:	**Recruiting and Retention Battalion**
UIC:	**W90PAA**
DUTY LOCATION:	**Various Locations, Idaho**
AUTHORIZED GRADE:	**E-5 – E-7**
DUTY SSI OR MOS:	**Must currently have or be able to obtain SQI of "4":**
ELIGIBILITY:	**Open to current Service Members in the Army National Guard and Active Component Members within six months of ETS date who hold the grade of E5 to E7. Applicants must be able to transfer to the Idaho Army National Guard** **Service Members holding the grade of E7 will agree to a voluntary reduction to the grade of E6 upon acceptance of position.**
CLOSING DATE:	**09 December 2026**

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. STP, ITR, MEDPROS.

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

b. AGR Application Checklist dated October 2026. 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. Army Training Information System (ATIS) AFT Individual Training Report (ITR). ITR must show passing record AFT (within the last six months) and be signed / dated by unit Training or Readiness NCO. If an alternate event was performed on most recent test, a profile is required.

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

h. STP (Soldier Talent Profile). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your STP. Otherwise, documentation must be attached showing current ASVAB scores or other qualifications. https://hr.ippsa.army.mil/psp/hcpdc/?cmd=login

i. Last five consecutive NCOERs; service members with fewer than five ratings must submit all completed NCOERs and a Commander's Letter of Recommendation.

j. Retirement Point Statement (5016). Must be generated within 30 days of close date. https://hr.ippsa.army.mil/psp/hcpdc/?cmd=login

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. DA 1059 and/or Certificates for all NCOES Courses.

n. 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.

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

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. 27-XX SGT Doe, John.

9. An Order of Merit List (OML) will be established from this announcement and may be utilized to fill subsequent vacancies. This OML will remain valid for utilization for up to 90 days following the date of official OML approval.

10. The point of contact for further information is PMO Branch at ng.id.idarng.mbx.hro-agr@army.mil.

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RACQUELLE L. HANDY
SFC, IDARNG
AGR Staffing NCO

Recruiting and Retention NCO (RRNCO)
Scope of Duties, Responsibilities and Qualifications

Recruiting and Retention NCOs (RRNCOs) serve as frontline talent acquisition and retention professionals for the Idaho Army National Guard (IDARNG). RRNCOs are responsible for recruiting qualified applicants, supporting unit retention efforts, and assisting commanders in maintaining force strength and readiness throughout the organization

RRNCOs operate in dynamic environments requiring strong communication skills, professionalism, initiative, adaptability, and the ability to build lasting relationships within local communities and supported units. Personnel serve as representatives and ambassadors of the IDARNG while engaging with applicants, families, schools, civic organizations, employers, and community stakeholders.

This assignment provides Soldiers the opportunity to develop leadership, public speaking, counseling, marketing, organizational management, and administrative skills while directly contributing to the future strength and operational readiness of the Idaho Army National Guard.

Mission Areas

Recruiting Operations • Retention Operations • Attrition Management

General Expectations

RRNCOs are expected to conduct operations using flexible and non-standard work schedules, including evenings, weekends, and community events as mission requirements dictate. Personnel must maintain proficiency in Warrior Tasks and Battle Drills while effectively managing multiple priorities, suspense requirements, and mission demands.

RRNCOs are expected to maintain professional relationships with supported units, schools, community organizations, civic leaders, employers, families, and applicants while remaining knowledgeable on current recruiting programs, incentives, eligibility standards, and retention initiatives.

All RRNCOs are Soldiers first, Noncommissioned Officers second, and recruiting professionals always.

Duties and Responsibilities

1.Conduct canvassing, lead refinement, prospecting, digital outreach, and community engagement activities.
2.Pre-qualify prospects, referrals, prior service applicants, and current members for enlistment or reenlistment eligibility.
3.Schedule and conduct professional interviews to obtain enlistments, reenlistments, and retention actions.

4.Counsel applicants and Soldiers on qualifications, incentives, benefits, obligations, and career opportunities.
5.Prepare and process enlistment and reenlistment packets utilizing authorized recruiting systems.
6.Coordinate applicant processing activities with MEPS, medical personnel, supported units, and state agencies.
7.Conduct presentations and outreach events regarding Army National Guard opportunities and benefits.
8.Maintain partnerships with assigned units while assisting command teams with strength maintenance and attrition management.
9.Assist unit leadership through Soldier mentorship, recommendations, and retention support programs.
10.Attend unit training assemblies (MUTAs) for supported units as required.
11.Maintain and distribute recruiting and promotional materials within assigned communities and supported units.
12.Conduct interviews with applicants, Soldiers, family members, employers, and community stakeholders to evaluate program effectiveness.
13.Maintain regular communication with unit personnel to identify issues and prevent attrition.
14.Train and mentor first-line leaders on career planning, retention programs, and Soldier opportunities.
15.Provide retention feedback and reporting following unit training assemblies.
16.Utilize authorized recruiting systems to process enlistments, manage leads, schedule appointments, and track applicant progression.
17.Assist with transfer, separation, discharge, and retention-related actions as required.
18.Support Recruit Sustainment Program (RSP) operations, mentorship, and instruction as required.
19.Perform administrative and logistical tasks in support of Recruiting and Retention Battalion operations.
20. Perform additional duties as assigned.

Qualification Requirements

Successfully complete the Army National Guard Recruiting and Retention Course (SQI4) conducted at the Strength Maintenance Training Center, Camp Robinson, Arkansas.

Meet all suitability screening requirements in accordance with applicable regulations and policies.

Restrictions

Meet all applicable Army National Guard Suitability Screening requirements.

Have no record of conviction by special or general court-martial or qualifying civilian offenses requiring registration under applicable laws and regulations.

Not have been enrolled in a drug or alcohol dependency intervention program within the previous 12 months.

E4 applicants must possess a minimum of 3 years Time in Service (TIS) and completion of the Basic Leader Course (BLC).

Closing Statement

The Recruiting and Retention NCO assignment is a challenging and rewarding leadership opportunity that directly impacts the readiness and future strength of the Idaho Army National Guard. Successful RRNCOs serve as trusted professionals, mentors, advisors, and ambassadors for the organization while helping shape the next generation of Soldiers.