



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
FLORIDA NATIONAL GUARD

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008



STATEWIDE

ACTIVE GUARD RESERVE (AGR) - VACANCY ANNOUNCEMENT # 020-12A

OPEN TO: CURRENT FLORIDA ARMY NATIONAL GUARD MEMBERS ONLY!

POSITION: RECRUITING & RETENTION NCO

UNIT: RECRUITING & RETENTION BN

OPEN DATE: 23 FEBRUARY 2012

LOCATION: GAINESVILLE

CLOSE DATE: 15 MARCH 2012

MOS: 00F34 - REC & RET NCO

EARLIEST FILL DATE: TBD

MIN-MAX RANK/GRADE: SPC-SGT/E4-E5

MEMBERSHIP RESTRICTED TO: M/F

PULHES: 132221

ARMY AGR POC: Tiffini L. Savage (904) 823-0660 or Tiffini.savage@ng.army.mil

MINIMUM ENLISTED QUALIFICATION REQUIREMENTS

1. Soldiers must meet ASVAB requirement to attend Recruiting and Retention NCO course (SQI4). **See ASVAB requirements on page three.**
2. Selectees must become SQI4 qualified within 120 days of selection to perform duties as a Recruiting and Retention NCO. Soldier has the option to convert to CMF 79T after 1 year of production recruiting and completion of 79T conversion course. Failure to become SQI4 qualified within the specified period is grounds for mandatory involuntary separation from the AGR program.
3. Must meet medical standards IAW chapter 3 and 4, AR 40-501 as appropriate. Must meet Army Physical Fitness standards IAW FNG PAM 350-41-9 and height and weight standards as prescribed by AR 600-9.
4. Be able to serve at least 3 years in an AGR status prior to completing 18 years of Active Federal service (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal.
5. Must have sufficient time remaining (ETS) to permit completion of tour of duty.
6. Individuals should possess a security clearance for this full-time position. Selectees who require a National Agency Check (DIS Form 1 (9-72) or MEPCOM Form) will have an investigation initiated immediately upon entry into the program. If the results of the investigation are unfavorable or appropriate clearance is not granted, individual's AGR tour will be immediately terminated.
7. Must not be under a current suspension of favorable personnel action (flagged).
8. The Florida National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.
9. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application, with attachments as developed by this office. Applications are now being accepted for the Title 32, USC 502(f) AGR Tour. Length of Tour: 3 years in duration, contingent upon satisfactory performance.
10. Incumbent must be assigned to the military position by para/line as specified by the AGR Staffing Guides.
11. Soldiers must have completed initial entry training before submitting applications for AGR vacancies.
12. AGR Soldiers will not be reassigned during the first 18 months of their **INITIAL** tour.
13. Must be 18 years of age and not have reached 55th birthday by closing date of announcement.

SEE REVERSE FOR APPLICATION INSTRUCTIONS

!!! IMPORTANT NOTICE !!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1700 hrs on the closing date.

Due to the increased volume of AGR applications, incomplete packets will not be considered for AGR selection.

It is extremely important to following the application instructions contained in the job announcement.

Systemic errors and trends are as follows:

Both copies of NGB 34-1 not provided or incomplete. Questions unanswered or form not signed. Incorrect version used, required version is dated 05 November 2010.

DA 2-1 or ERB/ORB not signed by applicant or certification missing from unit clerk. ASVAB scores, date and place tested are missing (NA for Officers).

Last 5 years of OERs / NCOERs are not included in the application or their absence/overlap explained in a memo to the board president from the Soldier. All gaps / overlaps must be explained in the memo (*MANDATORY*).

Individual Medical Readiness (IMR), 1 page document, missing or out of date. PHA must be within 15 months of announcement closing date, HIV must be within 24 months of closing date. PHA and HIV may be justified with a memo from the unit Commander. Any PULHES with a 3 or 4 must be supported with medical fit for duty waiver(*MANDATORY*).

DA Form 705 APFT is not within 18 months of announcement closing date and must be supported with permanent profile, if applicable.

DA Photos (when required) are out of date. Photo is not within 2 years of announcement closing date.

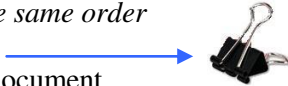
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APPLICATION INSTRUCTIONS

Submit applications to: Florida Army National Guard, Attn: HRO-AGR, P. O Box 1008, St. Augustine, FL 32085
Submit overnight applications to: Florida Army National Guard, Attn: HRO-AGR (ARMY), 82 Marine Street, St. Augustine, FL 32084.

Applications received after the Close of Business (COB) on the closing date indicated will **NOT** be considered. Failure to submit the minimum documentation will cause your application to be disqualified without consideration for the position. Submit the application in the order listed below.

Applications WILL NOT be returned.

1. **NGB FM 34-1**, (version 20101105) - ONE signed original and ONE signed copy (TWO TOTAL with signatures) (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV. If yes for #4, provide a copy of police report in application.
2. **DA 2-1 or ERB/ORB** - Updated copy that has been signed by the Soldier and certified by the unit administrator.
3. **NGB Fm 23B** – Retirement Points Statement (RPAM) - all Army National Guard Soldiers will submit a current copy. See your unit for this document.
4. **DD Fm 214 / DD Fm 215 / DD Fm 220** - all copies ever received and any other official documentation to verify active service. The form must be the member's #4 or copy(#2, #7, #8) which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code
5. **DA Photograph** - all on board FLARNG applicants must ensure a recent (**within 2 years of job closing date**) Official DA Photograph is uploaded into your iPERMs account. All Photographs must be in IAW AR 640-30. Unless an exception is given before the application closing date, packets or iPERM accounts without a DA Photograph will not be considered. **For positions advertised as SSG or below, a DA Photograph is not required.**
6. **Resume** (not mandatory, but it is encouraged) and/or statement of civilian/military experience and education may be submitted with your packet. Your packet will not be returned if you choose not to include a resume, however including one is highly recommended and will be to your benefit. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
7. **OERS/NCOERS** - Copy of latest five (or all that you have received). Include a memo from the Soldier to board president explaining if missing or overlapping OER/NCOER (**mandatory**).
8. **Letters of Recommendation** – will “**NO**” longer be accepted in applications.
9. **IMR** (Individual Medical Readiness) Record (**one page document**)- located at <https://apps.mods.army.mil/medpros/mymedicalreadiness> reflecting current favorable PHA in accordance with (IAW) AR 40-501, Chapter 3, conducted within 15 months prior to position close date. Commanders may submit requests for waiver verifying the unit's inability to obtain a PHA within the prescribed timeline. If selected for an AGR hire, the PHA must be within 12 months of the AGR tour start date. Include a current copy of your DA Fm 3349 if on profile. Any PULHES with a 3 or 4 must be supported with medical fit for duty waiver.
10. **DA Fm 705** - PT scorecard (within 18 months of position close date). Include a current copy of your DA Fm 3349, if on profile for any profiled event during your APFT.
11. **Statement of Understanding** (SQI4) must be completed and returned with the application (*last page of advertisement*).
12. DO assemble all documents in a single neat stack, with single sided white paper in the same order as stated in items #1 through #11 above and bind together with a binder clip. 
13. **DO NOT** forward packets in any type of a document binder or folder. **DO NOT** use document protectors, staples or paper clips. **DO NOT** use tabs of any kind. **DO NOT** use colored paper to separate documents. **DO NOT** send double sided images.
14. Packets will NOT be accepted via email except for Soldiers deployed OCONUS. **OCONUS Soldiers submit your packet to: tiffini.savage@ng.army.mil.**
15. Include only your **AKO email address** (*non AKO email accounts will not be responded to*) on the NGB Form 34-1 (handwrite on top of form) and on the resume. You will be notified of the board results by email.

ASVAB SCORE REQUIREMENTS:

SQI4--Recruiting and Retention NCO (Rctr and Retn NCO)

- (a) A minimum score of 110 in aptitude area GT waivable to 100 with a score of 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- (b) A minimum score of 110 in aptitude area GT waivable to 100 with a score of 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.

**Statement of Understanding
Skill Qualification Identification 4 (SQI4)**

All ARNG soldiers in the grades of sergeant through sergeant first class who successfully complete the Basic Recruiting and Retention NCO Course will be awarded SQI4, Non-Career Recruiting and Retention NCO (RRNCO).

The period of assignment for a Non-Career RRNCO will be 36 months, extendable up to 12 months with a recommendation from the Recruiting and Retention Manager (RRM).

Special Duty Assignment Pay (SDAP) and the Strength Maintenance Badge are authorized for SQI4 soldiers.

SQI 4 soldiers may request conversion to 79T Career RRNCO after earning their ARNG Strength Maintenance Senior Badge.

The RRM will board all eligible soldiers requesting to convert to Primary MOS 79T. The decision to convert to 79T will be based on the soldiers' demonstrated performance while in SQI 4 status and future potential as a Career RRNCO.

Soldiers who are not selected for conversions to 79T will be notified by the RRM and re-assigned or released from the AGR program by the Human Resources Office (HRO) at anytime during their current tour based on the soldiers qualifications, current AGR position vacancies, and overall soldier potential.

SQI4 soldiers will compete for promotion and will attend NCOES in their career progression MOS (normally primary MOS). After conversion to 79T they will compete in 79T MOS for promotion and will attend NCOES as a 79T.

I have read, understood and agree to enter the Recruiting and Retention Force under the SQI 4 process.

Name, Rank & Signature

Date