



AGR VACANCY ANNOUNCEMENT



**HUMAN RESOURCE/AGR OFFICE
NEW MEXICO NATIONAL GUARD
47 BATAAN BOULEVARD
SANTA FE, NM 87508**

**ANNOUNCEMENT NUMBER:
16-022**

**OPENING DATE:
29 February 2016**

**CLOSING DATE:
17 March 2016**

**POSITION DESCRIPTION:
Recruiting and Retention NCO
(00F34)**

See item m. below for minimum score requirements

**GRADE:
Maximum: E-6**

Minimum: E-4 with WLC and SSD complete

OPEN FOR FILL:

STATE

NATIONWIDE

UNIT OF ACTIVITY:

Recruiting and Retention BN
47 Bataan Blvd
Santa Fe, NM 87501

TYPE OF POSITION

NMANG

NMARNG

MILITARY ASSIGNMENT:

Same as Unit of Activity,
Duty location in **Albuquerque** area

EVALUATION FACTORS USED:

APFT, Weigh-in, Interview, Review of individual applications and board selection.

AREA OF CONSIDERATION: Open to all members of the New Mexico Army National Guard.

MOS QUALIFICATION REQUIREMENTS: Applicants must be able to become SQI4 qualified within one year of the initial assignment per NGR (AR) 600-5.

ELIGIBILITY: All members of the NMARNG. To qualify for appointment, individuals **MUST MEET ALL** initial eligibility requirements of AR 135-18 and NGR 600-5.

- a. Must be able to serve a minimum of three (3) years in an active duty status prior to completing 18 years of Active Federal Service (AFS). E4s with more than 8 years AFS and E5s with more than 14 years AFS are not eligible to apply.
- b. Must meet medical standards prescribed in Chapter 2 of AR 40-501 and have a current Periodic Health Assessment (PHA) completed within 15 months. **Physical profile of 132221**
- c. Must meet height and weight standard prescribed in AR 600-9.
- d. Must not be receiving or eligible to receive Federal Retirement annuity or Military Retired Pay.
- e. Must have sufficient time remaining on current enlistment to complete an initial three (3) year tour.
- f. Must not be a candidate for or holding an elected Civil Office or engaged in partisan political activities.
- g. Must not be under a current Suspension of Favorable Personnel Action (FLAG).
- h. Must not have resigned from the AGR program or other military service in lieu of adverse action.
- i. Must not have been separated from the AGR program or other military service for cause, unsuitable or unfitness.
- j. Individuals who were not selected for continuation in the AGR program are ineligible for selection.
- k. **A minimum score of 110 in aptitude area GT waivable to 100 and 100 aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002 or a minimum score of 110 aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.**
- l. Applicants must be able to obtain an Interim Secret Clearance prior to attending R&R NCO Course and obtain a Secret Clearance within 6 months after hire.
- m. Applicant must qualify for the government credit card.

ELIGIBILITY Continued:

- n. Must have completed Warrior Leaders Course and SSD prior to applying for this position.
- o. All applicants must favorably pass screening of law violations prior to entering the AGR Program.
- p. Must complete a Position of Significant Trust (POST) screening prior to being hired into a Recruiting and Retention NCO position; results must be favorable.

DOCUMENTS REQUIRED FOR AGR APPLICATIONS: (Packets not containing all documents IAW guidance below will be returned without action.)

NOTE: DO NOT submit your application in binders or document protectors.

Following documents are required:

- a. NGB Form 34-1 (NOV 2013), Application for AGR position.
- b. Statement of Qualifications
- c. Enlisted Record Brief (ERB) certified within last 90 days
- d. DA Photo (within last 24 months)
- e. Most recent Individual Medical Readiness (IMR) printout (must reflect a PHA within 15 months).
- f. Copy of Permanent Profile (DA Form 3349) if applicable.
- g. Last five (5) NCOER's or SPC/CPL Promotion Evaluation Report
- h. All DD Form(s) 214/DD 220 (all periods of active duty)
- i. NGB Form(s) 23b (RPAM statement current within last 90 days)
- j. DA Form 705 (within 12 months)
- k. Copies of DA 5500-R (if applicable).
- l. Copy of current driver's license.
- m. Memo for record indicating that SM is willing and able to PCS entire family (if applicable).

NOTE: You may include other supporting documentation or letters of recommendation.

ACCEPTANCE TIMELINE: Applications **MUST** be received in our office NLT 1600 hours on the Closing Date of the Announcement. We will date-stamp applications the same day of receipt.

NOTE: Applications cannot be sent via U.S. mail at government expense. Faxed applications will not be accepted.

EQUAL EMPLOYMENT OPPORTUNITY: HRO will screen applications without regard to race national origin, lawful affiliations, marital status, membership/non-membership in an employee organization, or to any handicap, which does not interfere with accomplishment of the position requirements.

Recruiting Duties:

Responsible for assisting unit in their plans and programs to enlist quality individuals. Interviews and counsels prospective enlistees. Gathers individual data and prepares forms and documents incident to enlistment processing. Maintains prospect data and files. Establishes and maintains contacts with school officials, public officials and religious and civic leaders and groups. Presents formal and informal talks on advantages of the Army National Guard to civic and service organizations and student bodies. Distributes and displays recruiting publicity material. Conforms to all moral and ethical requirements of an ARNG recruiter and accepted recruiter practices. Establishes and maintains contacts in sufficient numbers and within the proper markets to achieve recruiting objectives. Establishes and maintains effective centers of influence/very influential persons in schools, civic groups, local governing bodies and supported units. Presents formal and informal presentations to various school and civic groups to generate leads for enlistment in the ARNG. Establishes and maintains liaison with radio, television and print media to keep the ARNG in the public view. Establishes and maintains displays and exhibits to promote interest in the ARNG. Interviews prospects regarding membership in the ARNG. Pre-qualifies prospects to ensure enlistment criteria are met. Assists in the scheduling and the administration of High School ASVAB testing as appropriate. Arranges for transportation of applicants to Entrance Processing Station and other appropriate areas as needed. Administers Enlistment Screening Test (EST) to all applicants prior Production ASVAB testing as appropriate. Completes required enlistment, administration prior to transporting applicant to MEPS. Establishes and maintains a good working relationship with Organizations/units in assigned area. Develops and maintains effective school recruiting programs. Conducts Prospecting and lead generating activities in assigned area. Establishes and maintains files, correspondence, prospect

cards and lead refinement lists in accordance with current policy and regulation.

Retention Duties: Evaluates the retention/attrition environment, collects data and information, and evaluates results. Evaluates organizational/unit applications of the retention/attrition program, identifies and recommends corrective action(s) for deficient areas. Evaluates loss data reports from SIDPERS-ARNG and other sources to determine trends and recommends corrective action within units/organization. Assists commanders in implementing retention/attrition management programs. Assists commanders in developing, conducting and maintaining retention incentives and retention awards programs. Obtains, prepares, distributes and displays retention promotional items. Prepares and present classes and /or briefings on ARNG programs, requirements and the opportunities and benefits of membership for soldiers, family members, employers and others as required. Advises leaders on retention/attrition matters; reinforces positive actions, programs, influences, trends and indicators that promote retention. Presents negative aspects of and recommend changes to areas that adversely affect retention. Advises commanders and leaders on regulations/policy governing bars extension/immediate reenlistment/reenlistment. Prepares and conducts training/seminars/meetings for attrition management personnel, officers, NCO and other leaders and key personnel. Assists commanders in implementing Family Assistance and Support Programs. Provides Family assistance during mobilization under the supervision of the State Retention SGM and/or Assistant State Retention NCO, if applicable. Monitors and assists in matters pertaining to employer support of the Guard and Reserve program. Monitors and assists in matters pertaining to employer support of the Guard and Reserve program. Monitors and evaluates units' involvement in sponsorship program. Conducts retention interviews. Assist with RSP in any duties required. Performs other duties as assigned.

Position of Significant Trust Requirements for Recruiting and Retention NCOs

If selected for the Recruiting and Retention NCO position:

1. The Selectee must complete a Position of Significant Trust (POST) screening prior to being hired into a Recruiting and Retention NCO position.
2. POST results must come back favorably before reporting to duty. If the POST results come back negative, the soldier cannot be hired into a Recruiting and Retention NCO position.
3. New Soldiers who meet state level screening results and are pending NGB Level results will be assigned a Sponsor within RRBN until NGB Level Screening results are returned favorably. The New Soldier is required to have a Sponsor present at all times when performing recruiting and retention duties that involve contact and communication with potential leads and applicants, as well as RSP Soldiers.

NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED

STATEMENT OF QUALIFICATIONS

Position for which Applying:	
Name:	Rank:
Current Unit, Duty Position and Location:	
QUALIFICATIONS	
(Instructions: In the space provided below, describe why/how you feel you are qualified for this position.)	
Signature & Date:	