

HUMAN RESOURCES OFFICE
 MARYLAND NATIONAL GUARD
 29TH DIVISION STREET
 BALTIMORE, MARYLAND 21201-2288
 TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT # 16-014 OPENING DATE: 17 November 2015 CLOSING DATE: 16 December 2015

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: X **ARMY NATIONAL GUARD** . **AIR NATIONAL GUARD**

POSITION TITLE: RECRUITING & RETENTION NCO(00F34) **HIGHEST GRADE AUTHORIZED** SSG/E6

ORGANIZATION AND LOCATION: Recruiting & Retention Battalion, w/ Duty Location of La Plata Armory, 14 W. Hawthorne Dr, La Plata Maryland 20646

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO ON-BOARD AGR ENLISTED SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD ONLY.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Must be in a Ready Reserve status. 2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55th birthday. 3. Must not be under current suspension of favorable personnel actions. 4. Must not be entitled to receive Federal military retired or retainer pay. 5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD. 6. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB- ARM) prior to placement on tour. 7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation. 8. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18. 2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry. 3. Must not be pregnant per AR 40-501 and AR 600-110. 4. Must meet the body composition standards prescribed in AR 600-9. 5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry. 6. Must be able to complete the Military Education requirements commensurate with the military grade. 7. Enlisted Soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(F) 2a: SSG and above not MOSQ may apply, (unless job stipulates otherwise), but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT. 8. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26. 9. Recruiting positions must pass a Position of Significant Trust (POST) screening per ALARACT 188/2014 and HQDA EXORD 193-14. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18. 2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months. 3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 3, NGR 600-5. 4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide. 5. Recruiting positions must pass a Position of Significant Trust (POST) screening per ALARACT 188/2014 and HQDA EXORD 193-14. 6. Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule through their current Command to be approved by the Chief of Staff (CoS). 7. Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet. A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.

PARA	LIN	SEQ#	W90XAA
009B	04	XXX XXXXXX	200

DESCRIPTION OF DUTIES: Determines basic enlistment eligibility. Pre-qualifies an individual for enlistment. Determines eligibility for extension or immediate reenlistment. Conducts enlistment, attrition management, and retention interviews. Explains the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, and employer support/ reemployment rights. Brief applicants on MEPS processing. Prepares and completes enlistment packets. Counsels an applicants. Prepares DD Form 1172 for DEERS enrollment. And all other duties assigned. **Duty assignment is at La Plata Armory.**

QUALIFICATIONS REQUIRED: **MOS 00F34.** Applicant must have a valid state driver's license and High School Diploma or GED. A physical demands rating--N/A. A physical profile of 132221. Qualifying scores: A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002. Be a high school graduate with diploma; or have one year college with a high school GED with no waiver. Must have basic computer skills. Must be able to operate equipment and vehicles organic to unit of assignment. Must have or be able to obtain a **SECRET** security clearance or a National Agency Check (NACLIC) at a minimum. Applicant must possess potential to perform required duties and become MOS qualified within 12 months if selected for the position. Applicant must meet basic entry eligibility requirements for the AGR program IAW NGR 600-5. Must meet the physical demands rating and qualifications for award of 79T MOS IAW AR 611-201. An E4 must have completed Warrior Leader Course (WLC), and if selected, a request for exception to policy will be requested through NGB.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
4. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
5. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
6. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.
7. Applicants for position within the Recruiting and Retention Battalion must complete a POST screening (Attachment 1 & 2) and sign the Statement of Understanding for Recruiting and Retention NCO (Attachment 3).
8. Applicants for positions within Recruiting and Retention Battalion must complete a Report of Mental Status Evaluation (DA Form 3822)
9. Applicants for Recruiting and Retention NCO must submit a copy of their driving record to the RRB S1.
10. Must have or have the ability to obtain and maintain a Secret Security Clearance.
11. Selectees must be able to complete 79T conversion course prior to initial AGR Tour Renewal.
12. Initial duty location is La Plata, MD. This location is subject to change after initial tour or changes in authorized manning.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

SUBMIT PACKETS IN THE FOLLOWING ORDER. DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.

1. NGB Form 34-1, **DATED 20131111** completed, signed, dated and annotated job number and email contact information.
2. Selected individual must have a current Periodic Health Assessment (**PHA within 12 months**) and HIV Test (**within 24 months**).
3. Signed certified copy of **updated** DA Form 2-1- **OR - updated** Enlisted Record Brief (ERB)/Officer Record Brief (ORB).
4. Updated Personnel Qualification Record (PQR).
5. **Five** latest NCOERs/OERs and as available for junior Soldier/NCO applicants. (**Gaps in rating periods MUST be explained by in writing**)
6. Letter of recommendation / performance evaluation on individuals not requiring an NCOER/OER.
7. Personal photograph in Class A uniform/ASU (E5 and below), DA photo in Class A uniform/ASU (E6 and above, no more than 5 years old). **Or, a memorandum from your Unit stating you were not issued a dress uniform.**
8. All Soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females). **Not more than 6 months old.**
9. All Soldiers must have documentation showing they meet current Army Physical Fitness retention standards IAW AR 40-501; provide DA Form 705 showing a current APFT, not more than **6 months old AGR members and 12 months for traditional members.**
10. DA 3349 must be submitted for Soldiers with Permanent Profiles.
11. Unit memo or documentation verifying no Flagging Actions.
12. **INITIAL ENTRY ONLY: (BOTH of the following must be submitted)**
 - a. Retirement Points History Statement (NGB Form 23)
 - b. Provide all DD Form 214s. (**Long version copies 2, 4, 7, or 8**)
13. Forward application and attachments to: **Human Resources Office**
ATTN: MDNG-HRO-AGR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288
14. Application screening will be made without regard to race, religion, color, gender, or national origin.
15. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
16. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
17. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-100 for Officer, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.

Recruiting and Retention Battalion (RRB)

POSITIONS OF SIGNIFICANT TRUST AND REQUIREMENTS

Reference: ALARACT 188/2014, HQDA EXORD 193-14 Screening of Sexual Harassment/ Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust.

Applicants applying for POST positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary status until NGB Level Checks come back favorable.

State Level Checks: These checks will be conducted by the MDARNG Recruiting and Retention Battalion S1 and Operations Section and must be completed and returned favorable. Applicants who have not completed POST state level screening will not be interviewed for a Recruiting and Retention position.

- Must not have a Type I or Type II Offense (Attachment 2)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.

NGB Level Checks:

- Must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

TYPE I OFFENSES, (NO TIME LIMITATION):

1. SEXUAL HARASSMENT
2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS OF UCMJ ARTICLES 80, 120, 120b AND 125)
3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN
4. PANDERING
5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD PORNOGRAPHY
6. ADULTERY
7. INCEST
8. PROSTITUTION
9. BESTIALITY
10. STALKING
11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A SEXUAL NATURE
12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER (INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE
15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, (OVER A SOLDIER'S CAREER, UNLESS OTHERWISE SPECIFIED):

1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
2. LARCENY/THEFT/FRAUD/BURGLARY
3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN PAST 5 YEARS, WHICHEVER IS LONGER
4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II OFFENSE
5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.
3. SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NACLIC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.

Recruiting and Retention Battalion (RRB)

Statement of Understanding for Recruiting and Retention NCO

Position of Significant Trust (POST)

I understand I am being nominated for a position of significant trust and authority and I will be conditionally offered this position pending the outcome of State and NGB level screenings. Screenings will be conducted in accordance with ALARACT 188/2014, SUBJECT: HQDA EXORD 193-14 Screening of Sexual Harassment/Assault Response and Prevention Program and others in identified Positions of Significant Trust. Positive screening results and the final acceptance by NGB into a position of significant trust and authority will allow you to enter your initial AGR tour.

SQI 4 Process/79T Conversion

Applicants selected that do not hold the 79T MOS that hold the rank of SFC will be administratively reduced to SSG. Soldiers will be eligible for promotion upon completion of the 79T Conversion Course. Soldiers administratively reduced will return to their original date of rank upon promotion back to SFC.

All ARNG Soldiers in the rank of Sergeant through Sergeant First Class who successfully complete the Basic Recruiting and Retention NCO Course will be awarded SQI 4, Non-Career Recruiting and Retention NCO (RRNCO). The RRNCO Basic Course must be completed within 6 months after beginning the initial tour.

The period of assignment for a Non-Career RRNCO is 36 months, waivable up to 48 months with a recommendation from the Recruiting and Retention Battalion Commander. Individuals that do not complete the 79T conversion course will not have their initial AGR tour extended. A 12 month extension may be approved with concurrence from the Recruiting and Retention Battalion Commander. Special Duty Assignment Pay (SDAP) and the ARNG Strength Maintenance Badge are authorized for SQI 4 Soldiers.

SQI 4 Soldiers may request conversion to 79T Career RRNCO after 2 years as a successful production recruiter per MDARNG RRB SOP.

The RRB 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 conversion to 79T will be notified by the RRB and released from the AGR program by the Human Resources Office (HRO) at the conclusion of their initial AGR tour if not sooner separated for cause. Soldiers may apply for positions outside of RRB once their initial stabilization period of 18 months has expired.

SQI 4 Soldiers may compete for promotion and will attend NCOES in their career progression MOS (normally primary MOS). After conversion to 79T they will only compete in 79T MOS for promotion and will attend NCOES as a 79T.

I have read, understood and agree to position eligibility requirements of a Recruiting and Retention NCO.

Printed Name & Rank

Signature