

MDARNG ONLY
HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
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BALTIMORE, MARYLAND 21201-2288
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POSITION VACANCY ANNOUNCEMENT #24-044

OPENING DATE: 22 MARCH 2024 CLOSING DATE: 22 APRIL 2024

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

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: RETENTION NCO (00F34)

HIGHEST GRADE AUTHORIZED: SSG/E6

ORGANIZATION AND LOCATION: Recruiting & Retention Battalion, Camp Fretterd Military Reservation, 13720 Omaha Beach Circle, Reisterstown, Maryland 21136

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 IN MARYLAND AND TRADITIONAL M-DAY SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	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 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.	<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 6, NGR 600-5.4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.5. Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule <u>through their current Command</u> to be approved by the <u>Chief of Staff (CoS)</u>.6. 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.7. 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.

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DESCRIPTION OF DUTIES: Assist Soldiers with resolving issues related to pay, bonuses, student loan repayment program (SLRP), and education program. Visit Battalion units on a regular basis to review/monitor the Unit Sponsorship program and ETS counseling's through Retention Management Software (RMS). Assist Unit leadership in implementing and administering the Battalion Sponsorship. Assist with and assign duties to additional duty Unit Retention NCO (URNCO). Utilize Non-Validated (NOVAL) assist unit with Personnel Intranet Resources Website to identify and track NOVALs and pending NOVALs and help in bringing Soldiers back to a drilling status. Use the Director's Personnel Readiness Overview (DPRO) to maintain visibility of the unit's strength readiness posture. Push data to leaders and ensure that the data is communicated down the chain of command. Advise Soldiers and families about current benefits through benefits boards, mailings, emails, unit newsletter, counseling, social media, and presentations. Maintain a roster of all Soldiers in the 365-day window of ETS. Identify each Soldier's intention regarding extension/re-enlistment. Ensure that Soldiers retention interviews are conducted as required. Performs other duties as assigned.

QUALIFICATIONS REQUIRED: Applicant must have a valid state driver's license and High School Diploma or GED. Recommend qualifying scores: **A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST waivable to 95 in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.** 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 (NACLC) 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. Retention NCO's will attend the ARNG Unit Retention NCO course conducted by the Strength Maintenance Training Center (SMTCC) within 12 months.

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.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- ☐ **NGB Form 34-1, DATED 20131111** completed, signed, dated and annotated job number
- ☐ Current copy of Soldier Record Brief (**SRB**)
- ☐ **MEDPROS Report** of current Periodic Health Assessment (**PHA**) within **12 months** and HIV Test within **24 months**
- ☐ **DA Form 3349** must be submitted for Soldiers with Permanent Profiles
- ☐ **ASVAB** scores (**if not reflecting on SRB, submit REDDs report, or Memorandum with new test scores**).
- ☐ **Height/Weight Standards- Current** IAW AR 600-9; and provide Tape Test **DA Form 5500 (Males), DA Form 5501 (Females)**. (**HT/WT is only valid for 6-12 months**)
- ☐ **ACFT DA Form 705**, Current Army Physical Fitness retention standards IAW AR 40-501 (**within the last 6-12 months**)
- ☐ **NCOERs/OERs THREE latest** and as available for junior Soldier/NCO applicants. (**Gaps in rating periods MUST be explained in writing.**) **Letter of recommendations on individuals not requiring an NCOER/OER.**
- ☐ Unit memo verifying no Flagging Actions.
- ☐ Security Clearance Memo
- ☐ **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a) **NGB Form 23B** Retirement Points History Statement
 - b) **DD Form 214s**. Provide all (**Long version copies 2, 4, 7, or 8**), **DD Form 215 or DD Form 220 (if applicable)**
- ☐ Completed questionnaire below

Questionnaire:

Y/N

- ☐ ☐ Are you currently a Maryland Army National Guard Member? _____
- ☐ ☐ Are you currently AGR? If so, what State? _____
- ☐ ☐ Are you currently Technician? If so, what State? _____
- ☐ ☐ Are you currently deployed? If so, what location? _____
- ☐ ☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): _____

EMAIL

SUBMIT ONE PDF DOCUMENT ENTITLED 24-044 RECRUITING AND RETENTION NCO (00F34) WITH LAST NAME TO:
ng.md.mdarnq.mbx.mdng-hro-agr@army.mil

Applications must be received in the HRO not later than close of business on the closing date!
Applications received after the closing date will not be considered.