

**MARYLAND NATIONAL GUARD ONLY**  
RECRUITING AND RETENTION BATTALION  
13720 OMAHA BEACH CIRCLE  
REISTERSTOWN, MARYLAND 21136  
TELEPHONE: (667) 296-6208

**POSITION VACANCY ANNOUNCEMENT #25-076**

OPENING DATE: 13 Aug 2025    CLOSING DATE: INDEFINITE

**FULL TIME MILITARY / ONE TIME OCCASIONAL TOUR (OTOT) POSITION VACANCY**

**BRANCH OF SERVICE:** ARMY NATIONAL GUARD

**POSITION TITLE:** RECRUITING & RETENTION NCO (00F34)

**HIGHEST GRADE AUTHORIZED:** SSG/E6

**ORGANIZATION AND LOCATION:** Recruiting & Retention Battalion: Various Locations.

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

**WHO MAY APPLY: OPEN TO TRADITIONAL M-DAY SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD. THIS IS NOT A PERMANENT ACTIVE DUTY POSITION. SELECTED PERSONNEL WILL CONTINUE TO COMPETE FOR PROMOTION AS AN MDAY.**

**GENERAL ELIGIBILITY REQUIREMENTS**

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 55<sup>th</sup> 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 possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18.
6. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.
7. Must meet the body composition standards prescribed in AR 600-9
8. Must meet 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.
9. Must be eligible for reenlistment or extension per NGBARH Policy #09-26.
10. Recruiting positions must pass a Position of Significant Trust (POST) screening per ALACRAT 188/2014, SMOM 15-017, and HQDA EXORD 193-193-14

Line score waiver- **SMOM 14-024 Applicants must have 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 OR have 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.**

**DESCRIPTION OF DUTIES: (00F34)** Responsible for assisting qualified recruiting personnel for the MDARNG to meet monthly accession goals as established by TAG. Recruiting & Retention NCOs must conform to the highest moral and ethical responsibilities required of a NCO. Specific tasks, duties and responsibilities include the following: Performs prospecting at high schools, events, and communities. Establishes and maintains contacts in designated recruiting area in order to generate interest, leads and enlistment into the MDARNG. Conducts telephone prospecting, area canvassing and other lead generation activities. Maintains lead refinement lists. Inputs and maintains lead, prospect, and school program data through the use of ARISS (Automated Recruiting Information Support System) program and Recruiter Zone. Establishes and maintains effective centers of influence (COIs) and very important persons (VIPs) in schools, civic and government organizations. Presents formal and informal presentations to various school and civic groups concerning the MDARNG mission/role, history, programs, features, benefits, and various enlistment opportunities. Pre-qualifies prospects to ensure current, basic enlistment eligibility criteria are met. Counsels disqualified applicants. Interviews and counsels prospective enlistees concerning personal aptitudes, enlistment options, service obligations, training opportunities, Selective Reserve Incentive Programs (SRIP), Montgomery GI Bill, IET requirements, and military life. Advises and assists unit commander(s) in assigned areas in developing and implementing an effective strength maintenance program. Establishes and maintains liaison with commanders and staff on all elements affecting unit strength climate of assigned units. Maintains high standards of physical fitness and appearance and portrays a Soldierly appearance at all times.

**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 132321, Soldiers may not have a shaving profile (waiver not authorized), Tattoos must comply with AR 670-1 (Wear and appearance of Army Uniforms and Insignia). Qualifying scores: A minimum score General Technical (GT) score of 110 waivable to 100 or GT score 95 combined with a Skilled Technical (ST) score of 95 in Armed Services Vocational Aptitude Battery (ASVAB) test or Armed Forces Qualification test (AFCT). Must meet Suitability screening requirements. 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. Applicants must possess potential to perform required duties.

#### SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the Commander of Recruiting and Retention Battalion.
3. Must have Chain of Command acknowledge with recommendation ADOS position.
4. Applicants for position within the Recruiting and Retention Battalion must complete a POST screening and sign the Statement of Understanding for Recruiting and Retention Assistant.
5. Applicants for positions within Recruiting and Retention Battalion must complete a Report of Mental Status Evaluation (DA Form 3822).
6. Must have or have the ability to obtain and maintain a Secret Security Clearance.
7. Must complete ARNG Non Career Recruiter Course (SQI 4) within 6 months of appointment

#### APPLICATION PROCEDURES / REQUIRED DOCUMENTS

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**  
**APPLICATIONS WILL 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 Board Record Brief (ERB/SRB) BOARD VERSION ONLY**
- ☐ **Current copy of Re-Enlistment Eligibility Data Display (REDD) Report or Armed Forces Qualifications Test (AFQT)**
- ☐ **Individual Medical Readiness Report** current Periodic Health Assessment (PHA) within **12 months** and HIV Test within **24 months**
- ☐ **MDARNG Medical Disclaimer Memo** Signed by Soldier and MED DET Medical Professional
- ☐ **Current Retirement Points Account Management (RPAM)**
- ☐ **Security Clearance Verification Memo** signed by Security Manager
- ☐ **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 months)
- ☐ **ACFT DA Form 705**, Current Army Physical Fitness retention standards IAW AR 40-501 **Current Army Physical Fitness retention standards IAW AR 40-501; no more than 6 months old AGR and 12 months for traditional members.**
- ☐ **Recruiting and Training Cadre Suitability Questionnaire**
- ☐ **Unit memo** verifying no Flagging Actions.
- ☐ 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 25-076 RECRUITING AND RETENTION ASSISTANT (00F30) W/ LAST NAME TO:**  
[ng.md.mdarnq.mbx.mdng-hro-agr@army.mil](mailto:ng.md.mdarnq.mbx.mdng-hro-agr@army.mil)

## RECRUITING AND TRAINING CADRE SUITABILITY QUESTIONNAIRE

The proponent for this form is ARNG-HRR.

**Disclosure:** This is required before hiring into a position that supports the accomplishment of the recruiting mission.

### Section I: Soldier Information

1. Soldier's Name (Last, First, Middle):	2. Rank/Grade:
3. Unit of assignment:	
4. Position Applying for:	

### Section II: Type I Offenses (Over the Soldier's Lifetime)

Have you received a civilian or military conviction, or a finding of guilty in a field grade Article 15, Uniform Code of Military Justice (UCMJ) proceedings for any of the offenses listed below:	YES	NO
(a) Possessing, receiving, or viewing child pornography (Article 134 UCMJ).		
(b) Rape or sexual assault. (Article 120 or 134 UCMJ)		
(c) Any offense punishable under Article 80, 120, 120b, 128, 134, and 130; similar civilian offense (rape, sexual assault, aggravated sexual contact, abusive sexual contact, stalking, sexual abuse of a child); or any attempt to commit such acts (Article 80, UCMJ)		
(d) Inappropriate relationships and prohibited activities between recruits and recruiters and between trainers providing entry-level training and trainees (DoDI 1304.33/Article 93a, UCMJ).		
(e) Domestic violence or child abuse as described by DoDI 6400.06 (Article 128 UCMJ), child abuse, or any violent crime under the UCMJ.		
(f) A requirement to be registered as a sex offender.		
(g) Previous separation from any Service for any Type I offense listed above		

**Note:** Adverse information is defined as any substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgment on the part of the Soldier. Conduct may be considered regardless if issues resulted in formal charges or administrative

### Section III: Type II Offenses (Over a Soldier's Military Career, Including Sister Services)

**Note:** For all offenses; Conduct may be considered regardless if issues resulted in formal charges or administrative or legal action. Conduct that may have resulted in dismissal, expungement, or a finding of not guilty by a court or other entities in the civilian or military justice system may still be considered for suitability and fitness adjudications using the preponderance of the evidence standard, but will be adjudicated as a Type II or Type III offense.

Is there adverse information listed against you for any of the offenses listed below:	YES	NO
(a) Sexual harassment to include influencing, threatening a person's career, pay, or job (Article 93, or 132 UCMJ).		
(b) Prostitution or pandering (Article 134 UCMJ)		
(c) Fraternalization (Article 134 UCMJ).		

(d) Participation in extremist organizations and activities by Army personnel inconsistent with the responsibilities of military service (as defined in AR 600 – 20)		
(e) Special, general court-martial conviction that results in any civilian criminal felony convictions.		
(f) Criminal offense involving a child		
(g) Extramarital sexual conduct or inappropriate relationship (Article 134).		
(h) Wrongful broadcast or distribution of intimate visual images (Article 117a UCMJ).		
(i) Wrongful use possession, distribution, importation, or exportation of a controlled substance (Article 112a UCMJ).		
(j) Initial enlistment waivers for derogatory information related to any Type I offense.		
(k) Type I offenses for which the Soldier was not convicted in a court of law or received an Article 15 or higher UCMJ action.		
(l) (l) Alcohol abuse (as defined in 5 CFR 731.202(b)(5)). <i>Alcohol abuse, without evidence of substantial rehabilitation, of a nature and duration that suggests that the applicant or appointee would be prevented from performing the duties of the position in question, or would constitute a direct threat to the property or safety of the applicant or appointee or others</i>		
<b>Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)</b>		
<b>Is there adverse information listed against you for any of the offenses listed below:</b>	YES	NO
(a) Relief for cause noncommissioned officer evaluation report or officer evaluation report while in current grade		
(b) Previous separation from any Service for any Type III offense.		
(c) Initial enlistment waivers for derogatory information (not related to an offense listed under Type II).		
(d) Assault (other than categories listed under Type I).		
(e) Larceny, fraud, or robbery (Articles 121, 124, or 122, UCMJ).		
(f) Burglary (Article 129)		
(g) Prohibited activities related to recruiting efforts, future Soldiers, or initial entry trainees that fall under DoDI 1304.33. Prohibited activities with military recruits or trainees that fall under DoDI 1304.33 (Article 93a UCMJ).		
<b>Section V: Administrative Reports That Preclude Initial Appointment to These Positions</b>		
1. Are you flagged, barred from reenlistment/extension, or coded with any administrative information indicating legal investigation is underway?		
2. Are you pending determination by a Medical Evaluation Board, Physical Evaluation Board, or Military Occupational Specialty Administrative Retention Review process?		
3. Do you have a current revoked, denied, or suspended security clearance, or failed to attain or maintain a favorable NACLC, tier 3 investigation or higher?		
<b>Section VI: Acknowledgement</b>		
By signing below, I acknowledge I have answered the above sections truthfully and honestly.		
Name.	Signature.	Date.