

**NATIONWIDE**  
HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE:(667)-296-3494 OR DSN: 496-6175

**POSITION VACANCY ANNOUNCEMENT #22-077**

OPENING DATE: 23-SEPT-2022 CLOSING DATE: 07-OCT-2022

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

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 NATIONWIDE TO AGR ENLISTED SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL SOLDIERS OF THE ARMY NATIONAL GUARD OR THOSE ELIGIBLE FOR MDARNG MEMBERSHIP.**

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> <li>1. Must be in a Ready Reserve status.</li> <li>2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55<sup>th</sup> birthday.</li> <li>3. Must not be under current suspension of favorable personnel actions.</li> <li>4. Must not be entitled to receive Federal military retired or retainer pay.</li> <li>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.</li> <li>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.</li> <li>7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.</li> <li>3. Must meet the body composition standards prescribed in AR 600-9.</li> <li>4. 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.</li> <li>5. Must be able to complete the Military Education requirements commensurate with the military grade.</li> <li>6. 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.</li> <li>7. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26.</li> <li>8. Recruiting positions must pass a Position of Significant Trust (POST) screening per ALARACT 188/2014, SMOM 15-017, and HQDA EXORD 193-14 PRIOR TO HIRING</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months.</li> <li>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.</li> <li>4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.</li> <li>5. Recruiting positions must pass a Position of Significant Trust (POST) screening per ALARACT 188/2014, SMOM 15-017, and HQDA EXORD 193-14 PRIOR TO HIRING</li> <li>6. <b>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).</b></li> <li>7. <b>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.</b></li> <li>8. <b>Soldiers accepting a position as a RRNCO must complete a 36 month stabilization tour prior to accepting or requesting transfer to another AGR position.</b></li> </ol>

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**DESCRIPTION OF DUTIES: (00F34)** Responsible for recruiting qualified 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 an NCO. RRNCOs are responsible for managing their own time and often work long and erratic hours to accomplish assigned missions. Must maintain compliance with applicable strength maintenance regulations, policies, procedures, and State guidance, including the 5-1-2-1+1 principle. 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. Develops, implements, and maintains effective school recruiting programs. 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. Conducts retention interviews as required. 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 demand rating--N/A. A physical profile of 132221, Soldiers may not have a shaving profile (waiver not authorized) Qualifying scores: A minimum score of a 95 aptitude area GT and 95 in aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 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 (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. Must meet the physical demands rating and qualifications for award of 79T MOS IAW AR 611-201. An E4 must have completed Basic Leader Course (WLC), and if selected, a request for exception to policy will be requested through NGB prior to hiring.

Line score waiver- **AR 601-1 Applicants must have a minimum score of 95 in aptitude area GT and 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002**

#### 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.

**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
- PQR Updated Personnel Qualification Record
- Current copy of Enlisted Record Brief (ERB)/Officer Record Brief (ORB)
- 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 ERB (board version only), 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 months)
- APFT DA Form 705 and or ACFT scorecard must be provided. Current Army Physical Fitness retention standards IAW AR 40-501; not more than 6 months old.
- 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 or documentation 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
- Security Clearance Memorandum

**Questionnaire:**

**Y/N**

- Are you currently a Maryland Army National Guard Member? \_\_\_\_\_
- Are you currently AGR? 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**): \_\_\_\_\_,

Forward application and attachments via **MAIL, EMAIL, -OR- WALK-IN** Tuesday - Friday 0630-1700 at the Fifth Regiment Armory, Human Resource Office on the 3rd floor, Room 26

**SUBMIT ONE PDF DOCUMENT ENTITLED 22-077 RECRUITING & RETENTION NCO (003F4) TO: [ng.md.mdarnng.mbx.mdng-hro-agr@mail.mil](mailto:ng.md.mdarnng.mbx.mdng-hro-agr@mail.mil)**

**MAIL**

DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.

Forward application and attachments to: **Human Resources Office**  
**ATTN: NGMD-HRO-AGR**  
**Fifth Regiment Armory**  
**29<sup>th</sup> Division Street**  
**Baltimore, MD 21201-2288**

***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.***

**Recruiting and Retention Battalion (RRB)**

## POSITIONS OF SIGNIFICANT TRUST AND REQUIREMENTS

**Reference: ALARACT 188/2014, HQDA EXORD 193-14, SMOM 15-017 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 HIRED 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**) **SUBMIT WITH APPLICATION**
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a (**DD Form 369**) **SUBMIT WITH APPLICATION**
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR. (Schedule with the State Medial Detachment or MTF)

### **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

**NOTE: APPLICANTS APPLYING FOR POST POSITIONS MUST MEET ALL THE REQUIREMENTS LISTED PRIOR TO BECOMING ELIGIBLE FOR ACCEPTANCE INTO THE AGR PROGRAM.**

### **Attachment 1**

#### **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 THE 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 SMOM 15-017. 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.

#### SQL 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 conversion to 79T, and completion of 79T SLC. 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 completed Basic Recruiting and Retention NCO Course will be awarded SQL 4, Non-Career Recruiting and Retention NCO (RRNCO). The RRNCO Basic Course must be completed within 6 months after beginning the initial tour. On board AGR Soldiers who do not complete the SQL4 course will be reassigned.

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 SQL 4 Soldiers.

SQL 4 Soldiers may request conversion to 79T Career RRNCO after one year 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 SQL 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 36 months has expired.

SQL 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.

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Printed Name & Rank

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Signature