

NATIONWIDE
HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
5th REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

POSITION VACANCY ANNOUNCEMENT #25-022

OPENING DATE: 12 DECEMBER 2024

CLOSING DATE: 26 DECEMBER 2024

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: RECRUITING & RETENTION NCO (00F34) (6 Vacancies)

HIGHEST GRADE AUTHORIZED: SSG/E6

ORGANIZATION AND LOCATION: Recruiting & Retention Battalion: Location will be identified upon hiring.

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, TRADITIONAL ENLISTED 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"> 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 meet the body composition standards prescribed in AR 600-9. 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. 5. Must be able to complete the Military Education requirements commensurate with the military grade. 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. 7. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26. 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 	<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 79T or be SQI 4 qualified. 3. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide. 4. 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 to be approved by the Chief of Staff (CoS).</u> 5. 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. 6. 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.

DESCRIPTION OF DUTIES: MOS (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 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.** 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. 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.

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.**

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 BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- NGB Form 34-1, DATED 20131111** completed, signed, dated and annotated job number
- Current copy of Enlisted Record Brief (ERB) **BOARD VERSION ONLY**
- MEDPROS Report** of current **Individual Medical Readiness Report** or **MEDPROS dashboard Screenshot (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, 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**)
- ACFT DA Form 705A or DTMS ITRR**, Current Army Physical Fitness retention standards IAW AR 40-501; **no more than 6 months old AGR and 12 months for traditional members.**
- NCOERs THREE latest** and as available for NCO applicants. (Gaps in rating periods or not having the requested amount of NCOERs **Must be explained in writing.**)
- Security Clearance Verification Memorandum signed by security manager
- 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 25-022 RECRUITING & 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.