

Maryland Army National Guard
Active Guard Reserve (AGR)
Advertisement

Position Vacancy Announcement # 25-076

SECTION I: ADMINISTRATIVE			
Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5			
Position Title		Vacancies	Open Date
RECRUITING & RETENTION NCO		Multiple	2026-10-01
		Close Date	
		INDEF	
7 Digit MIL MOS	MIL PARA/LIN	IPPSA POS #	Maximum Grade:
00F34			E6/SSG
Full-Time Duty Location			
UIC:		UNIT NAME:	
UNIT ADDRESS (INCLUDE ZIP):		RECRUITING & RETENTION BATTALION	
VARIOUS LOCATIONS			
AGR BRANCH CONTACT INFORMATION			
Email: NG.MD.MDARNG.MBX.MDNG-HRO-AGR@ARMY.MIL		Phone: (667) 887-3998	
SECTION II: AREA OF CONSIDERATION			
☐ Restricted Statewide (On-Board MDARNG Active Guard Reserve (AGR) Soldiers Only) ☐ ☒			
Unrestricted Statewide (MDARNG AGR & Traditional Soldiers of the MDARNG) Nationwide (ARNG AGR & Traditional Soldiers that are of the Army National Guard)			
SECTION III: 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 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 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 <u>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.</u>			
SECTION IV: MINIMUM PROGRAM ENTRY REQUIREMENTS			
For initial entry and subsequent retention in the Full-Time Military Title 32 Section 502(f) Active Guard Reserve (AGR) Program, applicant must meet and maintain the qualifications below and other standard IAW NGR 600-5, AR 135-18, AR 40-501, AR 600-9, AR 600-10, and other regulations			
1. Be a member of the RC of the Army to which the application for entry in the AGR Program is made. 2. When applying for an AGR position on FTNGD under State control, must be a federally recognized ARNGUS Soldier. Physical and Medical: 3. Prior to entry to Active Duty in the AGR Program, must be medically certified as drug free and meet standards in AR 600-110 in reference to HIV. 4. Must meet the Army Body Composition standards IAW AR 600-9 5. When appropriate, the Soldier must also meet the medical fitness standards for flying duty per AR 40-501, or the medical fitness standards for miscellaneous purposes per AR 40-501. If physical, upper, lower, hearing, eye, psychiatric numerical indicator of P3 or P4, then the requirements of AR 635-40 must be met prior to accessioning into the AGR Program. 6. Must be able to perform functional activities, including living in an austere environment, without worsening the medical condition as outlined in AR 635-40 7. Have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501 conducted within last 12 months •Must have passed a record Army Fitness Test (AFT) within the last 6 months for on board AGR Members IAW AR 135-18 Table 2-1, Rule B. Military Education: •Noncommissioned Officers must be professional military education qualified for their current grade •If an enlisted Soldier, must have completed initial entry training and be currently qualified in any Army MOS Mandatory Separation: •Able to complete a three (3) year initial tour prior to the date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives. Grade and Specialty: •SSG or above, must possess the required grade and MOS level, authorized for the AGR duty position •SGT or below, must have the potential to become MOS qualified in the first 12 months or be released from Active Duty/FTNGD. •Enlisted Soldier, in the duty position in Recruiting & Retention must become MOS qualified NLT 6 months after entry onto Active Duty/FTNGD or be released from Active Duty/FTNGD (this is subject to the availability of MOS qualification school, quotas and funding). Reenlistment or Extension: •If an enlisted Soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS) or AR 140-111 (USAR)'s provisions pertaining to the AGR Soldier. Selected individuals must extend their ETS for a period equal to the initial AGR tour. Security Clearance: •Possess the valid security clearance required for the grade, MOS/AOC, and duty position; Not be under suspension of favorable personnel actions (flagged) per AR 600-8-2 or barred from reenlistment.			

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SECTION V: DESCRIPTION OF DUTIES (00F34)

Responsible for procuring/processing enlistments IAW the MDARNG assigned mission to meet monthly and yearly accession goals as established by TAG. Must conform to the highest moral and ethical responsibilities required of an 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 to generate interest, leads and enlistment into the MDARNG. Conducts telephone prospecting, area canvassing and other lead generation activities. Inputs and maintains lead, prospect, and school program data using ARISS (Automated Recruiting Information Support System) program and Recruiter Zone. Interview and Pre-qualify prospects, to ensure current basic enlistment eligibility criteria are met prior to administration of Armed Services Vocational Aptitude Battery (ASVAB) test. Establishes and maintains effective centers of influence (COIs) and very important people (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. 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 always portrays a Soldierly appearance.

SECTION VII: SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Current recruiter OTOT/or ADOS experience preferred.
3. Continuation of tour is subject to findings of the Commander of Recruiting and Retention Battalion.
4. Selected applicants for positions within Recruiting and Retention Battalion must meet suitability screening guidelines outlined in Strength Maintenance Operation Message (SMOM) 25-028, Screening of Army National Guard Recruiting and Training Cadre.
5. Selected 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 (SQL 4) within 6 months of hire; exceptions may be granted due to school availability.

SECTION VII: INSTRUCTIONS FOR APPLYING

All applications will be sent to the NG.MD.MDARNG.MBX.MDNG-HRO-AGR@ARMY.MIL. Failure to submit all required documents as outlined below will result in your application not being considered for employment. A lack of required documentation requires the applicant to submit written justification to certify the eligibility.

SUBMIT APPLICATION IN ORDER LISTED BELOW-SUBMIT APPLICATION AS **ONE COMPLETED PACKET**

- ☐ **NGB Form 34-1, DATED 20131111**
- ☐ **SOLDER TALENT PROFILE- IPPS-A**
- ☐ **MEDPROS IMR 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**
- ☐ **ATIS/Vantage screenshot with passing AFT within the last 6 months and HWtR within 6 months DA 5500.**
- ☐ **Three latest NCOER (Gaps in rating periods must be explained in a 'Memorandum for' the President of the Board.**
- ☐ **Security Clearance Verification Memorandum signed by Security manager**
- ☐ **Unit memorandum verifying no Flagging Action**
- ☐ **INITIAL ENTRY ONLY: (BOTH of the following must be submitted)**
 - a) **DA 5016 (IPPS-A): 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 appli**
- ☐ **Completed questionnaire below on page 3.**
- ☐ **Recruiting Questionnaire**

SECTION: VIII: IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

1. Applicants that do not meet the eligibility requirements outlined above may be eligible for consideration if they meet waiver criteria outlined in AR 135-18 (table 2-2 for entry // table 2-4 for subsequent duty).
2. HRC is the approval authority for DMOSQ or AOC Qualification waivers IAW AR 135-18 Table 2-1 and 2-2.

The Maryland National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color and national origin as such all applications for this position will receive equal consideration.

Questionnaire:

Y/N

- ☐ ☐ Are you currently a Maryland Army National Guard Member?
- ☐ ☐ Are you currently a member in Compo 1 or Compo 3? If so, state which?
- ☐ ☐ Are you currently AGR? If so, what State /Reserves?
- ☐ ☐ Are you currently Technician? If so, what State?
- ☐ ☐ Are you currently deployed? If so, what location?
- ☐ ☐ Are you currently on ADOS? If so, with whom? & 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**):

SUBMIT APPLICATION AS ONE PDF DOCUMENT ENTITLED 26-076 RECRUITING & RETENTION (00F34), (LAST NAME) TO: ng.md.mdarng.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.

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>	☐	☐
Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)		
Is there adverse information listed against you for any of the offenses listed below:	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).	☐	☐
Section V: Administrative Reports That Preclude Initial Appointment to These Positions		
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?	☐	☐
Section VI: Acknowledgement		
By signing below, I acknowledge I have answered the above sections truthfully and honestly.		
Name.	Signature.	Date.