

Applications are now being accepted for the following AGR program Full-Time National Guard Duty (FTNGD) tour under provisions of section 502(f), Title 32, United States Code. Questions concerning this notice may be directed to NGND-DHR-AGR-S at (701)333-3369 or DSN 373-3369.

**Announcement:** AGR-23-02  
**MOS/AOC:** 00F24 / 00F34 / 79T40  
**Position Title:** Recruiting and Retention NCO  
**Para/Lin:** To be determined upon selection  
**IPPS-A Position Number:** To be determined upon selection  
**Maximum Grade:** E-7 / SFC  
**Duty Location:** NDARNG Rec & Ret BN, duty location to be determined  
**Selecting Supervisor:** CSM Jeffrey Sayler, RRB CSM

**\*Applicants are encouraged to submit application packets as soon as possible. Packets will be accepted until the closing date of 31 August 2023. Qualified applicants will be interviewed and placed on an Order of Merit list (OML). Vacancies will be filled as they become available IAW the NDARNG Enlisted Promotion System (EPS) SOP.**

**AREA OF CONSIDERATION:** This position is open to all current members of the NDARNG in the grades of E-4 through E-7 (E-4s in the NDARNG must have a minimum of 4 year's time in service (TIS), have Basic Leader Course (BLC) completed, and currently be on an EPS list), and Nationwide to those who are eligible to become members of the NDARNG in the grades of E-5 through E-7. Service members in the grades of E-5 must have completed BLC; service members in the grade of E-7 must be willing to take an administrative reduction to E-6 unless currently 79T qualified. Applicants must meet Strength Maintenance Training Center (SMTC) Non-career Recruiter Course (NCR), SQI-4 prerequisites.

\*In order for an E-4, E-5 or E-6 to be promoted within the ND Army National Guard Rec & Ret BN, they must meet all requirements, compete through the EPS, be placed on and selected from a ND promotion list.

**ADDITIONAL INSTRUCTIONS:** Currently hold or be able to meet the physical demands and qualifications for initial award of 79T MOS upon submission of application – Physical demands rating of Moderate (Gold); Physical profile of 132321; A minimum score of 110 in aptitude area GT (waivable to GT score of 100 or GT score of 95 with a score of 95 in aptitude area ST) on the Armed Services Vocational Aptitude Battery (ASVAB) tests.

Recruiting and Training Cadre Suitability Screening Requirements (See Army Directive 2018-16 & SMOM 21-007) to be completed **upon selection**:

- Complete HRR Form 600 (Recruiting and Training Cadre Suitability Questionnaire)
- Current Periodic Health Assessment (PHA) and medical record review
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must not be listed on the National Sex Offender Public Website
- Must not have a Type I or Type II Offense & 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

**LENGTH OF TOUR:** Initial tour will be for a period of three years. Members successfully completing the initial tour will be afforded priority for tour extension. Extension beyond the initial tour is contingent upon recommendation from the Full Time Chain of Command or possible Tour Continuation Board with final approval by the Adjutant General.

**INSTRUCTIONS FOR APPLYING:** Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than **1600 hours** on the closing date indicated above. Documents must be scanned in the order as listed below, encrypted and emailed to [ng.nd.ndarnq.list.j1-agrm@army.mil](mailto:ng.nd.ndarnq.list.j1-agrm@army.mil) Subject line of the email must include the announcement number and the applicant's name. Contact (701)333-3369 with questions and/or to ensure receipt of your packet.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** required.
- **Individual Training Record:** printout from ATMS (DTMS); showing a passing score on the last record APFT/ACFT; and meeting HT/WT within the past 12 months.
- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **NCOERs/Letter of recommendation:** Include three most recent NCOER's. A letter of recommendation must be submitted on Soldiers who do not have an NCOER. For Soldiers that have NCOER's, letters of recommendation are optional.
- **Enlisted Record Brief (ERB):** Must be the **Selection Board Record Brief** (must not include DA photo, race, gender or ethnic information).
- **NGB Form 23A:** Current Annual Statement.
- **College Transcripts (if applicable):** Legible copies only.

### **RECRUITING & RETENTION NCO**

1. **INTRODUCTION:** This position is located in a designated Strength Management (Recruiting, Retention, and Attrition Management) area of the state dictated by the mission. The Incumbent is responsible for the accomplishment of the 3 tenets of Strength Management, (Recruiting, Retention and Attrition Management) in assigned area. Responsible for seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives. Individual is charged with the responsibility of identifying, recommending corrective action, solving problems and/or taking corrective action on issues affecting retention in area of responsibility. Assesses the effectiveness of local recruiting and retention incentive/awards program and makes recommendations for changes.
2. **DUTIES AND RESPONSIBILITIES:**
  - Establishes and maintains contacts in sufficient numbers and within proper markets to achieve recruiting objectives.
  - Achieves recruiting, retention and attrition management goals for assigned area.
  - Assists commanders in implementing Strength Management programs to enhance retention, procurement and attrition management.
  - Establishes and maintains effective centers of influence/civic groups, local governing bodies and supported units.
  - Conducts visits to all organizations/units in assigned area to discuss/plan the 3 tenets of Strength Management activities in order to meet the strength goal.
  - Pre-qualifies prospects to ensure enlistment criteria are met.
  - Conducts prospecting and lead generating activities in assigned area.
  - Evaluates the retention/attrition environment and assists, recommends and/or takes action to correct deficiencies.
  - Prepares and maintains Strength Management objectives, statistics, records and files on recruiting, retention and attrition management activities in assigned area.

- Ensures commanders and leaders in assigned area understand and are proficient in the 3 tenets of Strength Management, (Recruiting, Retention and Attrition management) and provide the necessary training.
- Establishes and maintains a good working relationship with supported units.
- Presents formal and informal presentations to various schools and civic groups to generate leads for enlistment.
- Conducts presentations and briefings as required to units/organizations.
- Establishes liaison with local radio, television and newspaper agencies.
- Evaluates applicants' occupational, educational and psychological background in an effort to determine National Guard programs with specific individual appeal.
- Arranges the administration of the Army's Services Vocational Battery (ASVAB) or Army Classification Battery (ACB) and explains results to applicants.
- Gathers individual data and prepares forms and documents incident to enlistment processing.
- Arranges for applicants transportation, meals and lodging where required.
- Performs other duties as assigned.

**3. SUPERVISORY CONTROLS:** Works under the supervision and control of the Recruiting & Retention Section Chief in charge of an assigned area in the state. Performs duties with minimum supervision after receiving formal schooling, general guidance and the Strength Management Mission (recruiting, retention and attrition management) mission. Performance is evaluated and reviewed for accomplishment of mission, and long, mid, and short range objectives.

**4. AGR PROGRAM INITIAL ENTRY REQUIREMENTS:** Applicants must meet the following requirements:

- Must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
- Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior to initial entry.
- Drug screening will be accomplished within 15 days within initial entry.
- All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
- Enlisted Soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.
- Must have at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
- Must have completed initial entry training before submitting an application for the AGR vacancy.
- Must meet APFT and weight control standards per AR 350-1 and AR 600-9 prior to initial entry.
- Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
- Must possess the grade equal to, or below, that authorized for the AGR duty position and have the potential to become qualified in the specialty authorized for the AGR duty position within 12 months of the date of assignment.
- Soldiers whose records are flagged IAW AR 600-8-2 are ineligible for entry into the AGR program until the flag is lifted.
- Must possess, or obtain a security clearance required by the position for which applying (NGR 604-10).
- Selectees will be approved by the Adjutant General or his designated representative.

**5. ADDITIONAL INFORMATION:**

- Qualified in MOS or qualified within 12 months from date of assignment. Performs the duties prescribed therein in addition to the above.

- Type a minimum of 25 words per minute.
- Enlisted in a grade not to exceed that specified in the FTUS for the position in the unit of assignment.
- Have a valid state vehicle operator's license and be able to be licensed to operate all military vehicles and equipment organic to the unit of assignment.
- Meet current standards for enlistment in NDARNG.
- All Soldiers, except Fulltime Retention Force at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.
- AGR personnel are subject to the system of military justice prescribed by the laws of the State of North Dakota.
- All AGR personnel are rated using the OER/NCOER system.
- Acceptance of any AGR position in the NDARNG constitutes concurrence with the requirement to wear the military uniform while performing duty.
- Promotion consideration in the AGR program is described in the ND Enlisted Promotion System (EPS) SOP. AGR Soldiers must graduate from Active Component or TASS configured courses.
- Acceptance of Active Guard Reserve (AGR) position may cause termination from Selected Reserve Incentive Program (SRIP). Acceptance of an AGR position may result in termination of the Student Loan Repayment Program (SLRP). Incentives will be reviewed and discussed during AGR in-processing with the Incentives Manager.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status. Questions, contact (701) 333-3293.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701) 333-3369 to ensure receipt of your application and/or ask questions. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

**Applications on non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.**

**APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.**

**DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.**