

ARMY and/or AIR FTNGD-OS VACANCY ANNOUNCEMENT

(Enter your state letterhead)

ANNOUNCEMENT NUMBER:

DATE: 02 Jan 24

CLOSING DATE: 24 Jan 24

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

Recruiting and Retention Operations NCO, PARA 008A LINE 01, E7, Imm

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

Saint George, UT

WHO MAY APPLY:

Must be a current on-board AGR in the State of UT within the grade(s) of E6 and E7. E7 can be MOS immaterial, E6 must become 79T/SQI 4 to promote to E7.

AREA OF CONSIDERATION: This position is open to current members of the Utah Army and/or Air National Guard in the grades of: E6 to E7. In order to be considered for this position's applicants must meet minimum qualifications as outlined on this announcement.

INSTRUCTIONS FOR APPLYING: The documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

1. Completed and Signed NGB form 34-1 (dated 20131111).
2. Current IMR (Individual Medical Readiness) from AKO or MEDPROS with a copy of any permanent profile, if applicable.
3. Copy of ASVAB scores if not MOSQ
4. Selection board record brief
5. Passing ACFT 705 within six months of packet submission.
6. Statement of all active service performed. DD Form 214 or DA Form 1506 or Current RPAS statement. If Active Duty, submit a memorandum documenting Active Federal Service time.
7. Last three NCOER's or OER's. Applicants without an NCOER will submit a (UTNG 1145) performance evaluation from their supervisor.
8. Completed/Signed DD Form 369 - Police Record Check
9. If previously involuntarily separated from the AGR program please provide a letter to the board explaining the circumstances or a approved waiver in accordance with AR 135-18
10. Letter to the board addressing any missing documentation (i.e. Missing NCOER).

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Utah (ARMY and/or AIR) National Guard and qualify for and be placed in the following compatible MOS/AOC: Imm

MINIMUM APPOINTMENT REQUIREMENTS:

1. Soldiers must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. Soldiers may be disqualified for any criteria as listed in Table 2-2 and 2-3
2. Must be a current member of the military in good standing (no flagging actions)
3. Must be able to possess a SECRET clearance
4. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
5. Physical Health Assessment (PHA) date must be within 15 months in MEDPROS prior to the closing date of this advertisement
6. Must meet the Army body composition standards IAW AR 600-9.
7. Must possess state driver's license and be able to be qualified to operate military vehicles which are organic to the unit.
8. Cannot be within the initial AGR stabilization period
9. Have a minimum general technical (GT) score of 110 (waivable to GT score of 100 or GT score of 95 with a skilled-technical score of 95).
10. A physical profile of 132321
11. Ability to correctly follow administrative instructions in the completion of complex official documents. Ability to operate a computer for word processing and data base management. Knowledge of effective telephone techniques.
12. Ability to exercise individual initiative, sound judgment and honesty.
13. Ability to work without daily supervision and effectively manage own time. Ability to organize work and prioritize tasks.
14. Be a high school graduate with diploma or have a GED.
15. Knowledge of applicable rules, regulations and policies. Ability to read, understand and apply complex technical rules, regulations and policies.
16. Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10 and Army Regulations (AR) 601-280 and AR 135-18 as applicable.
17. Must meet POSTA requirements. • Reference: PPOM XX March 2015, Suitability Screening for POSTA. In accordance with HQDA EXORD 193-14 SCREENING OF SEXUAL HARASSMENT/ ASSAULT RESPONSE AND PREVENTION PROGRAM PERSONNEL AND OTHERS IN IDENTIFIED POSITIONS OF SIGNIFICANT TRUST, dated 26 July 2014. IAW ANNEX B of this EXORD the Soldier must not have a Type I or Type II offense without approved waiver if a waiver is authorized.
18. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice) chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24
19. Physical demands rating and qualifications for initial award of MOS. (1) A physical demands rating of Moderate (Gold). (a) Must possess manual dexterity in both

hands. (b) Frequently reviews documents and records/correspondence. (c) Frequently engages in verbal conversation. (d) Frequently sits for extended periods of time. (e) Must not possess obviously distracting physical characteristics or mannerisms to include a shaving profile.

BRIEF JOB DESCRIPTION:

Provide Recruit Sustainment Program support through Readiness, Training, Admin, and Operations activities and requirements.

10-79T. MOS 79T--Recruiting and Retention NCO (Army National Guard of the United States/ Recruiter and Retention NCO), CMF 79a. Major duties. Recruits and retains qualified Soldiers for entry into the Army National Guard in accordance with applicable regulations. Supervise recruiting and retention activities. Duties for MOS 79T at each skill level are:

(1)MOSC 79T3/4O. Serves as a RRNCO. Area canvasses and telephone prospects to find leads, referrals, and prospects. Pre-qualifies referrals, prospects, leads, and/or current members to determine their eligibility for enlistment, re-enlistment or extension and updates records in Recruiter Zone (RZ). Schedules appointments and conducts sales interviews to obtain enlistment and retention interviews to retain current enlistments and gain re-enlistments, then updates records in Recruiter Zone. Counsels applicants on test results, (mental and physical), enlistment contracts, service obligations, incentives and benefits, initial entry training (IET) requirements and disqualification, and update record in RZ. Prepares Prior-Service (PS) and Non-Prior Service (NPS) enlistment packets in RZ and conducts a Military Entrance Processing Station (MEPS) pre-enlistment screening briefing as required. Prepares and conduct presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history. Establishes and maintains a partnership with assigned units and assists the Commander and First Sergeant in executing the unit strength maintenance (SM) plan and attrition management program. Assist unit leaders in all matters pertaining to SM by providing SM guidance, support and recommendations for SM training, and development of SM incentive award programs. Attend at least a portion of each multiple unit training assemblies (MUTA) for unit(s) supported. Distribute and display SM promotional items in the unit and community. Conduct interviews with Soldiers, family members, employers, and other key people to determine the effectiveness of current policies, unit training, ARNG benefit programs, and other initiatives and provide recommendations to the unit leadership for improvement. Maintain regular contact with unit members to help prevent and solve problems, discuss issues, provide information and answer questions. Provide trends and recommendations to unit leadership. Train first line leaders (FLL) in career planning, recommend available programs and options. Provide SM guidance and training for unit attrition personnel and on all administrative requirements necessary for Soldiers retention. Provide feedback as required after each unit drill and provide information papers and other reports as needed or required to keep the unit leadership informed of strength status and provide the company leadership the following information. Explain ARNG opportunities to Soldiers and their families; research and explain available features, benefits, and entitlements. Use RZ to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments. Use RZ to demonstrate work activity to allow higher echelons to validate RRC funding. Use RZ to maintain prospect information, school program information, centers of influence (COI), very influential people (VIP), and unit member information as required. Assist in transfer, separation, and discharge requests. Assist and support the State NPS Recruit Sustainment Program (RSP). Operate Recruiter Temporary Reservation System (RTRS). Build and process waiver packets in accordance with (IAW) state and/or NGB SOP. Obtain, prepare, distribute, and display attrition management promotional items. Assist in the development and implementation of the Unit Sponsorship Program. Assist with ETS counseling when the Soldiers are not available during the scheduled UTAs. Work directly with unit administrative personnel to support/complete retention issues. Provide guidance to Soldiers entering and completing the RSP.

SELECTING SUPERVISOR:

MAJ Lewis VICE SFC Newren