California National Guard - Human Resources Office

Army Active Guard Reserve (AGR) Enlisted Vacancy Statewide Vacancy Announcement

1 POSITION

Announcement Number: 159-12	**Opening Date:** 28 August 2012	**Closing Date:** 28 September 2012

Position Title: Recruiting and Retention NCO	**UIC/TDA/UMR Para/Line Number:** W90EA5/010B-03	**DMOS/Branch:** 00F34	**Maximum Grade: E6** **Minimum Grade: E4**

BDE/Unit Name and Address: **SRCOM: 100th TC** C Co, Recruiting and Retention BN Location: Victorville, CA 92395	**Selecting Official:** Recruiting and Retention BN Commander	**Personnel Eligible to Apply:** Male ☒ Female ☒ Enlisted ☒

Security Clearance Requirement: ☐ None ☐ Top Secret ☐ Secret ☐ Top Secret SBI/SCI ☒ National Agency Check-LC	**Minimum Military Education Requirements:** E4's Must Have Completed Warrior Leader Course (WLC)

Note: Statewide means: Must be a Current California Army National Guard Member in order to apply.

Conditions of Employment

IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Applicants that are currently on an Excepted Federal Technician status and are selected for the AGR Program must resigned or separate from their Technician position prior to the effective date of hire. Selected applicants will submit a copy of their Technician resignation to the AGR Branch prior to AGR orders being published.
- Stabilization Policy: IAW NGR (AR) 600-5 Chapter 2, Para 2-6(f). Soldiers entering an initial three-year tour must serve a minimum of 36 months if not MOS qualified, 24 months if qualified. This time period is waiverable to 18 months before a soldier can be considered for another AGR position within the State. A waiver request must be submitted IAW TAAI 09-13 for initial tour Soldiers with 18 months on AGR status.
- To meet the stabilization policy above and upon being selected for this position, Soldier will sign a memorandum of understanding which states the voluntary removal from the promotion list upon the effective date of hire for a period of 12 months prior to a promotion board cycle.
- Enlisted soldiers must meet minimum stabilization requirements stated in CAARNG Pamphlet 600-200, Para 2-5.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Soldier must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Soldier must currently meet the security clearance requirement.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active

federal status, retention control point (RCP) or reaching the age of 60.

- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.
- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.

Primary Duties and Responsibilities

Recruits and retains qualified Soldiers for entry into the California Army National Guard in accordance with applicable regulations and directives. Provides current status on total lead production and processing enlistment for the unit. Provides current and future Soldier retention information. Coordinates and conducts unit strength maintenance training programs. Supports the Family Assistance Program. Prospects and refines leads. Conducts school programs. Determines basic enlistment eligibility. Prequalifies individuals for enlistment. Determines eligibility for extension or immediate reenlistment. Conducts enlistment, attrition management, and retention interviews. Explains the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, employer support, and reemployment rights. Evaluates unit sponsorship programs. Briefs applicants on MEPS processing. Prepares and completes an enlistment packet. Counsels applicants. Operate Guard Accession Information Network System. Establishes media contacts. Conducts direct mail campaigns. Evaluates the unit's retention environment. Explain strength maintenance recognition programs. Conduct a strength maintenance interview and briefing. Develops a time management work plan. Trains unit first line leaders on career planning. Reviews requests for separation/transfer/discharge. Reviews extension/immediate reenlistment procedures. Identifies alternatives to separation/transfer/discharge. Evaluates retention data, forms, and files. Analyzes unit pay and performance data. Initiates security for family assistance operations. Explain the National Guard Family Program. Identifies resources for family assistance. Provides referral services for family members. Prepare DD Form 1172 for DEERS enrollment, issues ID cards during mobilization. Performs other duties as assigned.

Specialty Qualification Requirements

- Applicants must be able to become 79T MOSQ within 12 months of hire. Soldiers who have not completed Initial Entry Training (IET) are ineligible to apply.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21:
- A physical profile of 132221.
- 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.
- 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.
- Requires mandatory formal training IAW MOS.
- **Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.**
- Must have no non-waivable record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
- Must have no non-waivable convictions or criminal offenses listed as a misdemeanor or felony outlined in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: ***(Please No binders)***

1. NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on

the top of page one, of the application.

2. Applicant's Worksheet found at http://www.calguard.ca.gov/cahr/Pages/ArmyAGR.aspx. Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position.

3. Prerequisite Application for Recruiting and Retention Position found at http://ngcapublish.ca.ng.ds.army.mil/cahr/Pages/ArmyAGR.aspx

4. Three-quarter-length photograph (from the waist up) in a duty uniform (Class A,B or ACU) taken within the previous 12 months ("official" military photograph is not required).

5. Enlisted Biographical Summary.

6. **Certified copy** of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).

7. **Certified copy** of any official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. To include DD form 1966-1, Recruiters worksheet or the official test results. *(Certified Copy – See frequently asked questions)*

8. Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERS are not available. Applicants in the grade of E4 and Below or recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities).

9. DA Form 1059 showing completion of Warrior Leader Course (WLC) (if applicable).

10. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated. *(Certified Copy – See frequently asked questions)*

11. Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).

12. Current Medpros printout (Available on AKO). https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx (select **IMR record**).

13. All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy MUST include bottom portion that identifies SPD code).

14. RPAS statement (NGB Form 23B retirement points statement).

15. Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).

16. Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license. DMV online Driver's record can be submitted if it shows soldier's name, current address, current driver license status and history on it. California DMV link: http://dmv.ca.gov/online/dr/welcome.htm. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.

- Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1 20101105, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: NGCA-PEZ-AGR, Box 5, 9800 Goethe Road, Sacramento, CA 95827-3561. Please see the frequently asked questions on our web page. DO NOT USE APPROPRIATED GOVERNMENT FUNDS TO MAIL APPLICATION.
  Note: If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3404. COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.

Remarks
The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.