

# Arkansas Army National Guard

## Announcement for Active Guard Reserve (AGR)

### Position Vacancy Announcement

#### SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

<b>Position Title:</b> Recruiting BN Operations NCO	<b>Position Number:</b> 20-030A	<b>Open Date:</b> 11 February 2020 <b>Close Date:</b> 17 February 2020
<b>MOS/Branch of Position:</b> 79T5O	<b>Position PULHES:</b> 132221	<b>Enlisted Not to Exceed:</b> MSG/E-8

#### HRO Point of Contact

Human Resource Office  
Telephone#: (501) 212-4201

#### Duty Location

HQ Recruiting and Retention BN  
Camp Robinson, AR

#### SECTION II: Area of Consideration

(1) Priority Placement Roster; (2) Lateral (Military Occupational Specialty (MOS) or MOS's listed Onboard AGR only) submit lateral request; (3) AGR Promotion List; (4) Onboard AGR members of the Arkansas Army National Guard (AR ARNG) who possess the required MOS;

**SECTION III: Qualification Requirements** *(Upon selection for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment.)*

#### Note: Onboard AGRs must have completed 18 months in current assignment

- **Lateral:** Must be onboard, current AGR member of the AR ARNG and minimum grade of MSG/E-8.
- **Medical Qualifications:** Soldiers with a numerical indicator of P3 or P4 in any profile factor (PULHES) must have been determined fit for duty and world- wide deployable by a Medical Review Board. Soldiers with outstanding medical issues (temporary profiles) are not qualified for entry into the AGR Program. Must meet the High Physical Demands test rating of lift and lower 30 lbs. while wearing a combat load of 80 lbs. of gear and carry for 100 feet.
- **Other Requirements:** Upon selection, must complete mandatory Full-Time Support (FTS) training at the Professional Education Center (PEC) within 6 months of assignment if applicable. Must move within 50 miles of White Hall and be able to travel weekly throughout SE Arkansas. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. All applicants must possess a current and valid civilian driver's license. **All Recruiters and Drill Sergeants will undergo extensive background checks which will include an FBI fingerprint check, State and Local Criminal History Repository check, behavioral health medical record review that will consider any behavioral health diagnoses and treatment provided within the last 12 months, and the United States Department of Justice National Sex Offender Public Registry. Must possess a Secret security clearance or obtain one within six months. Inability to meet ALL the above requirements will result in disqualification of application; application will not be forwarded for an interview. Applicant will not be eligible to apply for any future positions with Recruiting and Retention Command (Arkansas).**

#### SECTION IV: Placement Factors

Must have a working knowledge of all Microsoft Office programs. Must attend training for and be able to use Government Purchase Card (GPC) and properly budget 2065/2060 money. Skill in making contacts, interviews, and counseling. Knowledge of marketing or working with publicity material. Ability to speak clearly in front of large groups. Ability to work with diverse groups. Skills in working with regulations or applying policy. Skill in sales or training. Ability to analyze, assess and recommend solutions to increase enlisted accessions for subordinate Strength Maintenance NCOs. Typing speed of 35 words per minute (WPM) is desirable. Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Must meet the requirements of AR 600-9 (height/weight). Must meet the requirements of chapter 3 as per AR 40-501, for accession into the AGR program. Must meet the requirements of Chapter 2, AR 135-18 prior to appointment and pass the Army Physical Fitness Test/Army Combat Fitness Test on a semi-annual basis. Upon selection, will be assigned to the Recruiting and Retention Command and assigned to a compatible military position. Must reside or agree to move within commuting distance (50 miles) of the position. Onboard AGR Soldiers will meet the minimum criteria of NGR 600-200. **RECRUITING AND RETENTION NCOs WILL NOT BE REASSIGNED DURING THE FIRST 36 MONTHS OF THEIR INITIAL TOUR, UNLESS COMMAND DIRECTED.**

In addition: **POSITIONS OF SIGNIFICANT TRUST AND REQUIREMENTS (RECRUITING AND RETENTION COMMAND POSITIONS):**

**Reference: ALARACT 188/2014, HQDA EXORD 193-14 Screening of Sexual Harassment/ Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust.**

**Note:** Applicants applying for POST/Suitability positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, selectees will be placed in a temporary FTNGD/OS status until NGB Level Checks come back favorable, if these checks come back less than favorable the selectee will be separated from FTNGD/OS status and disqualified for Recruiting and Retention Command (Arkansas) positions.

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- 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

## **SECTION V: Summary Of Duties**

The Recruiting and Retention Operations NCO (RR Ops NCO) should supervise operations staff, interpret directives and policies for subordinates, and take correction action to ensure accomplishment of area SM objectives. A RR Ops NCO must be primary MOS (79T) with an Expert Badge. Personnel in these positions are not authorized to be in a First Sergeant position in another unit. The incumbent serves as the full time Operations NCO. Procures training areas for the Battalion and produces and distributes a variety of training aids, maps, and map overlays necessary for operations and training. Uses the automated scheduling systems to request the use of training areas, ranges, barracks, dining facilities and training facilities. Drafts for approval yearly training programs, circulars and other memoranda to ensure compliance with directives and publications of higher headquarters. Maintains a policy file on all operations, training and readiness activities. Prepares routine correspondence and drafts replies on complicated matters for approval. Maintains a current and complete library of training material and publications. Maintains training and mobilization files for the Brigade and insures subordinate units' files are maintained to standard. Monitors, reviews and analyzes all training and readiness reports. Drafts for approval requests for assistance and training support from external agencies. Assists in the management of ammunition of the command to include: determining requirements, apportioning sub-authorizations, forecasting, and monitoring usage during the training year. Keeps abreast of changes in requirements and sub-authorizations of ammunition. Screens service school applications, requests for orders, requests for temporary duty, and correspondence course applications for completeness and correctness. Coordinates support requirements with external agencies. Assists in managing Full Time National Guard (FTNG) personnel and funds to support special projects. Requests orders for Annual Training (AT), Active Duty Training (ADT), FTNG and travel. Serves as the Battalion Safety NCO, ensuring armories/storefront recruiting offices (SFRO) meet current state safety guidelines. Serves as the assistant Physical security

officer for the Battalion maintaining physical security standards at each armory/SFRO. Develops and executes training and operations programs to include Training Calendars and Training Schedules and other training related files. Supervises preparation of orders, operating instructions, reports and related technical materials. Collect, review and monitor SM reports to identify strengths and weaknesses in the State SM plan and make recommendations. Monitor, evaluate and assess RSP to increase metrics reportable to NGB. Understand and use ARISS. Tracks all suitability screening packets and assists in the creation of conversion packets of 79Ts. Performs other duties as assigned.

**SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.ararng.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement.

Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained on a separate attachment. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given.

**Submit the following required attachments to the NGB 34-1 in the order listed below**

1. **NGB 34-1- Application for Active Guard/Reserve (AGR) Position. NGB 34-1 must be signed in original ink/digital signature.**
2. **MEDPROS Individual Medical Readiness (IMR) Report** with current PHA date within the last 12 months.
  - \* Soldiers with any type of permanent profile must include a current copy of their **DA Form 3349**. Ht/Wt must be listed on either the IMR or DA 705, or both.
3. **DA Form 705, APFT Scorecard** (must be within 12 months). Ht/Wt must be listed on either the IMR or DA 705, or both.
4. **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females).**
  - \* If your weight on any document you submit with your application exceeds the screening table weight allowed in accordance with Army Regulation 600-9 you must include a Body Fat Content Worksheet.
5. **Enlisted Records Brief (ERB)/Officer Records Brief DA Form 4037 (ORB)**
  - \* If ERB does not include ASVAB scores, you must also attach **DD Form 1966/1 or other record of ASVAB scores/course completion.**
6. **Last three (3) current NCOERS and/or OERs, (E-5 and above only).**
  - \* Missing reports should be explained utilizing a memorandum for record to address due or overdue reports not filed in the Soldiers IPERMS account. (Due or Overdue is determined by the date on our last OER/NCOER).
7. **Retirement Points Accounting Statement (RPAS) Statement (Within last 30 days).**
8. **SF 181, Race and National Origin Identification**
9. **DD Form 369, Police Records Check**, must have a separate form for each place the applicant has lived, worked, or attended school for the last seven (7) years, must be continuous with no gaps in history.
10. **DA Form 7424, Sensitive Duty Assignment Eligibility Questionnaire**, must be signed by commanders of the Soldiers

**Equal Opportunity**

The Arkansas Army 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.