

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCES OFFICE
2 RANDOLPH ROAD
HANSCOM AFB, MA 01731-3001**

EXPIRES: UNTIL FILLED

1. ELIGIBILITY:

Applications are currently being accepted for the following FULL-TIME (AGR) position from qualified MA ARNG personnel under the provisions of 10 USC 681, Title 32 Section 502. This position is open to **ALL AVAILABLE ARMY ENLISTED SOLDIERS NATIONWIDE. The hiring of this position is contingent upon the availability of AGR resources and funding in the NGB FY18 authorizations voucher.**

AGR Branch will accept applications until positions are filled.

Position: Recruiting and Retention NCO	Location: DET 1, Recruiting and Retention Battalion, Westover AFB, Massachusetts (Duty at: Springfield, Worcester, Leominster, Pittsfield, Milford and surrounding areas)
Max Rank: SFC Min Rank: SGT	MOS: IMMATERIAL
Unit POC: SFC David D. Matthews 339-202-9017	AGR Branch POC: SSG Amy Conti 339-202-3112 Applications are accepted as one PDF file attachment via email ONLY to the following address: ng.ma.maarng.mbx.agr-jobs@mail.mil
Salary: Full-time Military Pay & Allowances	Website: http://www.thenationsfirst.org/available-positions.html

2. QUALIFICATIONS:

- a. Soldier selected will be militarily assigned to the unit and will be placed in the required duty position; Soldier must have a valid Army MOS in order to qualify to apply for an AGR position.
- b. Soldier must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
- c. Soldiers in the rank of SFC may apply if they hold the 79T MOS, however, if selected, may be required to take an administrative reduction.
- d. Accessions into the AGR Program require the following Medical Fitness Standards:
 - 1) Soldier 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.
 - 2) Soldier must have a Human Immune Deficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110.
 - 3) Soldier must meet the body composition standards prescribed in AR 600-9.
 - 4) Soldiers must have a minimum physical profile of 132221. Soldiers who have a Physical Profile Serial (PULHES) that contains a “3” or a “4” must meet the requirements of

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AR 600-60 prior to entry in the AGR Program. Soldiers may not have a shaving profile (waiver not authorized)

5) Soldiers having a favorable appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 12 months prior to initial entry into the AGR Program are not required to complete an additional PHA for entry in the AGR Program.

6) Periodic Health Assessments (IAW AR 40-501, Chapter 10) for entry in the AGR Program may be conducted at an active military treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility.

7) Pregnant female Soldiers are eligible to apply for AGR tours effective 03 February 2006 per NGB-ARH-S Policy Memo #06-014.

8) Must meet Occupational Physical Assessment Test (OPAT) score in Physical Demand Category "Moderate" (Gold).

e. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

f. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR 135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).

g. Military technicians may not convert in-place to AGR status. An incumbent military Technician may only change to AGR status in conjunction with a different SPMD position, defined as a SPMD position with a different position number.

h. Any falsification of the eligibility requirements will result in immediate release from the AGR program.

i. Applicants must possess a valid state driver's license and be qualified to operate a GSA leased vehicle.

j. Before applying for any AGR position, please talk to your state's Incentive Manager in regards to Incentives Termination/Recoupment Rules.

k. Soldiers cannot apply if currently under a Suspension of Favorable Personnel Actions (FLAGGED).

l. Be at least 21 years old.

m. At the time of selection have no less than three years' time in service.

n. Possess excellent military appearance and bearing and have no obvious distracting physical abnormalities or mannerisms. Tattoos must be in compliance with AR 670-1 and DA PAM 670-1.

o. Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities (waiver not authorized).

p. Not currently be nor have previously been enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type (waiver not authorized).

q. Selected individual must have a remaining service obligation of three years in order to be placed on AGR orders. **Soldier must complete a minimum AGR tour of 36 months with the Recruiting and Retention Battalion before applying for another AGR position.**

r. Must not have received a Relief for Cause NCOER.

s. Recruiting duty involves assignment in geographic areas that are away from military medical facilities. Soldiers with Family member(s) enrolled in the Exceptional Family Member Program (EFMP) may serve as recruiters. Every effort will be made to assign them near a military installation or in a civilian community where appropriate medical care for their Family member is available.

t. Must not be a sole parent or guardian. (Waivable by RRC with approved family care plan).

u. ASVAB score requirement in order to apply for this position is a minimum aptitude GT score of 110. If you do not meet the GT 110 requirement, you may qualify for a Line Score Waiver. A waiver is authorized if your GT is 100 or above and provided that your aptitude area ST score is 100 or above for ASVAB tests administered prior to 2 January 2002. For tests administered after 2 January 2002, the requirement for the waiver is a GT of 100 or above and a ST of 96 or above. Line Score Waivers only apply to Soldiers with the ranks of SGT through SFC. The Enlisted Record Brief (ERB) is the accepted source document for the aptitude area scores.

v. Selected Soldiers must not have a 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. Have no record of conviction by civilian courts of offenses listed in State Codes.

w. Never been the subject of adjudication (including proceedings under the provisions of Article 15, State or Federal Uniform Code of Military Justice) or had adverse action taken by any authority for any offense that involves moral turpitude, regardless of sentence received or any offense under the State or Federal UCMJ for which confinement of 2 years or more may be adjudicated (waiver not authorized). All Soldiers must be screened against the National Sex Offender Registry database by Agency that currently conducts background screening on potential recruiters.

x. Have no history of domestic violence or assault, or marital, emotional, or major medical problems that would hamper performance on recruiting duty (waiver authorized).

y. Former Army Reserve or Active Army Recruiters and Retention NCOs, (MOS OOR, OOE, 79D, 79R, 79S, 79V) must also attend the ARNG Non-Career Recruiter Course within six months of assignment.

z. Soldiers must possess a security clearance of "Secret" or have an application in process with the status of "Pending" in place before being selected to accept a job in the Recruiting and Retention Battalion.

aa. Recruiting and Retention Course attendance is mandatory within six months of assignment. If unable to attend within 6 months due to APFT or AR 600-9 failure, orders may be terminated. All applicants must pass an Army Physical Fitness Test (APFT) before attending the Recruiting and Retention course (SQI4).

bb. Selected individuals must be available to start within two weeks of acceptance of the position.

cc. Must meet the screening requirements identified in HQDA EXORD 193-14 or superseding guidance. Recruiting and Retention Commander's will validate that the Soldier has met all screening requirements as directed to occupy a Position of Significant Trust Authority (POSTA).

dd. As part of the screening and selection process, recruiter candidates must have favorable National Agency Checks with Local Record and Credit Checks (NACLIC); results are verified by the RRC during the evaluation process. This serves as clarification screening described in AR 614-200.

Applicants applying for POSTA 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, selected applicants will be hired in a temporary AGR status until NGB Level Checks come back favorable.

- 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

ee. Selected Soldier must be financially stable, have not filed a petition claiming bankruptcy within the last 3 years, and not currently be responsible for making any payments as a result of any such action.

3. APPLICATION PROCEDURES:

a. All applicants will submit the following documents to AGR BR
(EXCEPT CURRENT MA AGR SOLDIERS SEE 3. b. BELOW)

- 1) A copy of this announcement.
- 2) NGB Form 34-1, dated 20131111 (Application for Active Guard/Reserve AGR position)
Attach additional sheets of information, if necessary.
- 3) DA Form 705 (APFT Score Card) within the last 12 months.
- 4) DA photo taken within the past 12 months taken at a valid military multimedia site.
- 5) Statement from the Full-time Commander/AO/Directorate:
 - Soldier meets the height / weight standards.
 - Soldier is not flagged and is within good standing.
 - Soldier is not on the DMD/ODD and scheduled to deploy within the next six months.
- 6) Copy of all previous DD Form 214s and NGB Form 22s
- 7) Copy of last five NCOERS (if applicable)
- 8) Enlisted Records Brief (ERB) within the last 12 months.
- 9) Completed Standard Form 181 Race and National Origin Identification (dated August 2005).
- 10) Most recent Medical Protection System Individual Medical Readiness (IMR) record accessible through Army Knowledge Online (AKO). The IMR must be dated within the last 12 months in order to be valid.
- 11) Completed Pre-employment Reference Check Form

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b. Current MA AGR Soldiers applying for this position will submit the following:

- a. A copy of this announcement with contact information filled-in below.
- b. Copy of a DA Form 705 (APFT Score Card) within the last 12 months.
- c. Statement from the Full-time Commander/AO/Directorate:
 - Soldier meets the height / weight standards.
 - Soldier is not flagged and is within good standing.
 - Soldier is not on the DMD/ODD and scheduled to deploy within the next six months.
- d. Copy of last three NCOERs.
- e. Copy of an ERB within the last 12 months.
- f. Full-time Commander/AO memo stating concur/non-concur with request for lateral reassignment.
- g. Completed Standard Form 181 Race and National Origin Identification (dated August 2005).

NOTE: All forms can be found at the following link:
<http://www.thenationsfirst.org/available-positions.html>

Any missing documentation requires a letter of justification regarding the circumstances and must be enclosed in the application packet.

b. Soldiers will then forward the completed packet to ng.ma.maarnng.mbx.agr-jobs@mail.mil; emails must be labeled on the subject line: Announcement Number, Title of Position and Applicant's Name. All applicants will be notified in writing within 30 days after the selection board.

CURRENT MA AGR APPLICANTS ONLY CONTACT INFORMATION

NAME: _____ **MOS:** _____ **SMOS:** _____

HOR: _____

HOME PHONE #: _____

WORK PHONE #: _____

**ALLOW YOURSELF AMPLE TIME TO COMPLETE
ALL OF THE ABOVE ACTIONS**

4. JOB DESCRIPTION AND REQUIREMENTS:

Responsible to the Recruiting & Retention Battalion Commander through CSM, 1SG and Area Non-Commissioned Officer-in-Charge (ANCOIC) for meeting all three tenants of recruiting and retention: recruiting, retention and attrition management. Duties and responsibilities will include, but are not limited to the following:

- a. Prospect by area canvass and by telephone to gain referrals.
- b. Pre-qualify referrals using APPLE-MD, determine their eligibility for enlistment or reenlistment, and refine leads.
- c. Prepare and process enlistment /reenlistment packets for prior service and non-prior service personnel.
- d. Counsel qualified and disqualified applicants on either their non-select or enlistment contracts or service obligations.
- e. Explain initial entry training (IET) requirements and the Selected Reserve Incentive Program and brief applicants on their test results and the pre-IET program.
- f. Prepare applicants for MEPS processing and ensuring that all applicants make their scheduled MEPS appointment. In addition, they are responsible for the shipping of all their applicants to Phase I/BCT.
- g. Apply management by objective techniques, and develop and maintain time management/work plans.
- h. Establish and maintain liaison with command, staff, and/or field elements affecting the Strength Maintenance program. Assist leaders at all levels to establish and maintain required references and files.
- i. Analyze audiences and occasions, prepare, and give speeches about the ARNG on such topics as missions, programs, facts, features, benefits, and opportunities.
- j. Conduct sales presentations/interviews to obtain enlistments and reenlistments.
- k. Assist commanders in developing, maintaining, and implementing Strength Maintenance action plans for major training activities, unit events, classes, and seminars.
- l. Assist commanders in developing, conducting, evaluating, and maintaining Strength Maintenance incentive and awards programs to include extension ceremonies, and publicity programs.
- m. Distribute and display Strength Maintenance promotional items.
- n. Conduct interviews with Soldiers, and family members, employers and others as required to evaluate programs and train leaders.
- o. Maintain contact with unit members for attrition management.

- p. Assist, coordinate, and provide guidance and training for unit retention personnel.
- q. Assist with implementing, conducting, and maintaining the Strength Maintenance plan.
- r. Prepare and process Strength Maintenance drafts and working papers, correspondence, reports and other required items; research and interpret Strength Maintenance publications.
- s. Explain MAARNG opportunities to Soldiers and their families; research and explain the facts, features, programs, rights, and entitlements, and the procedures to gain benefits from MA ARNG membership through presentations, briefings, and interviews.
- t. Advise leaders on Strength Maintenance matters; reinforce positive actions and recommend changes to areas that adversely affect Strength Maintenance.
- u. Prepare, conduct, and evaluate Strength Maintenance training, seminars, workshops, and conferences.
- v. Prepare and maintain prospect files and school program folders.
- w. Assist in monitoring the unit environment; effective recruiting and attrition management programs, and identify corrective actions.
- x. Individual may be required to perform frequent TDY utilizing military or commercial aircraft.
- y. Must be able to work with little supervision to complete assigned tasks on their own.
- z. Must be computer literate.
- aa. Soldiers who are former ARNG recruiters may apply for a return to recruiting duty provided they meet the criteria above.
- bb. ARNG-HRR is the waiver approval authority for recruiter selection criteria.
- cc. Performs additional duties as assigned.

Please check <http://www.thenationsfirst.org/available-positions.html> for updates on job announcements.