**CATEGORY - 2**

JOINT FORCES TITLE 32 AGR VACANCY ANNOUNCEMENT

DIVISION OF MILITARY & NAVAL AFFAIRS

ATTN: MNHF-AGR

330 OLD NISKAYUNA ROAD

LATHAM, NEW YORK 12110-3514

Army: (518) 786-4722 / DSN: 489-4722

**\*SUBMIT PACKET AS ONE PDF FILE\***

**ANNOUNCEMENT NUMBER**: JB25-048  **Minimum Grade**: E4/SGT

**OPENING DATE**:  21 January 2025 **Maximum Grade**: E6/SSG

**CLOSING DATE**: 28 February 2025 **Number of Positions**: 1

**POSITION TITLE**: Recruiting & Retention NCO

**PARA-LIN**: 008B-04

**MOS**: 00F34

**SALARY**:   Full Military Pay and Allowances, depending on rank and longevity of Soldier.

**UNIT & LOCATION**: Company B, Recruiting & Retention Battalion, Hudson Valley, Capital District and Northern NY (duty location determined upon selection)

Permanent Change of Station (PCS) may be authorized if determined to be in the best interest of the government.

**SELECTING OFFICIAL**:   Selection Board.

**CATEGORY OF CONSIDERATION**:   **CATEGORY – 2**

**DEFINITION OF CATEGORIES OF CONSIDERATION**:

Category 1 = Applications accepted ONLY from current AGR members of the NYARNG.

Category 2 = Applications accepted from ALL sources (Traditional, AGR & Prior Service).

**Minimum Grade Required to Apply for Position**: SPECIALIST /SPC

**Known Promotion Potential for this Position**: STAFF SERGEANT /SSG

**\*Any pending STEP Selection will be forfeited upon acceptance of an AGR position\***

**Required Security Clearance: SECRET**

**APPOINTMENT FACTORS**:

Applicants must 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). Specialist’s (E-4’s) in a promotable status are eligible to apply if otherwise qualified. Applicants must meet selection criteria referenced in National Guard Regulations 600-5 and AR 135-18 as applicable. Soldiers accepting a position as a RRNCO must complete a 18-month stabilization tour prior to accepting or requesting transfer to another AGR position. Once stabilization requirement has been met, service member may be considered for other AGR career opportunities in the event they are retained during the Initial AGR Tour Continuation Board.

IAW Army Directive 2018-16, Soldiers occupying a Recruiting Cadre position must undergo the **Department of the Army Suitability Screening process.** Personnel chosen to serve in those positions should have the following positive characteristics:

(1) Possess a high degree of maturity, leadership, judgment, self-discipline, and professionalism.

(2) Display moral attributes, ethical qualities, and personal traits that thoroughly embrace our Warrior Ethos and Army Values.

(3) Be fully committed to the program they are being considered to join and the population they are being considered to serve.

Suitability Screenings will include the restricted portion of the Soldier’s Army Military Human Resource Record, Inspector General files, U.S. Army Criminal Investigation Command Crime Records Center, and DoD Consolidated Adjudications Facility, NACL/ Tier 3 Investigation, National Sex Offender Public Website results, Army Substance Abuse Program (ASAP) records review and Medical Records Review. Any adverse information found after the screening process will disqualify you from the position. Depending on the severity of the offense found during the screening process, you may appeal found offense(s).

# \*\* Filling this position is dependent on available funding and manpower limitations \*\*

# MOSC 00F (For Recruiting and Retention NCO)

Prospects for leads and prepares prospect cards; refines leads; conducts a school program; determines basic enlistment eligibility; pre-qualifies an individual 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 program and briefs applicants on MEPS processing. Prepares and completes an enlistment packet. Counsels applicants and operate Guard Accession Information Network System. Establishes media contacts; conducts direct mail campaigns; evaluates the unit's retention environment. Explains strength maintenance recognition programs and conducts a strength maintenance interview and briefing. Develops a time management work plan and trains unit first line leaders on career planning. Reviews requests for separation/transfer and discharge and reviews extension and immediate reenlistment procedures; identifies alternatives to separation/transfer/discharge. Evaluate retention data, forms and files. Analyzes unit pay and performance data; explains the National Guard Family Program; identifies resources for family assistance and provides referral services for family members.

Prepares DD Form 1172 for DEERS enrollment, issues ID cards for family members during mobilization and develops a state marketing plan. Prepares an advertising budget and determines regulatory requirements for advertising; writes recruiting and retention advertising copy and script.

# APPLICATION INSTRUCTIONS:

Deployed (OCONUS) Soldiers are only required to submit a completed NGB form 34-1, DMNA Form 10, and any additional documents they have the ability to access/provide. Application packets must be complete with all required documentation when received; packets received without required, completed forms will be returned. Returned application packets will include a cover memo reflecting a list of missing/incomplete documents. Applicants must include the referenced job announcement number and position applied for; all applicable questions must be answered correctly with signature and date included.

IAW HQDA EXORD 193-14, dated 26 July 2014, All Soldiers selected for recruiting duty must meet the screening requirements, as outlined in the EXORD, to serve in positions of Significant Trust. The screening requirements includes local police records check, national sex offender registry checks, detailed military records check and a behavioral health assessment. Soldiers selected to serve within Recruiting Command (position of significant trust) and who subsequently fail any of the screening requirements or superseding guidance, will be terminated from their AGR assignment immediately. Emailed applications must be complete and received prior to the established closing date. MNHF- AGR will not accept paperwork to be added to original packet previously received or accept packets after established closing date. There are NO EXCEPTIONS to this policy.

Applicants who submit their packet within the last 48 Hours of announcement closing will not have their application pre-screened for deficiencies. Applications with deficiencies at the time of closure will have their application returned without action.

**Email application to** [ng.ny.nyarng.mbx.army-agr-apps-emo@army.mil](mailto:ng.ny.nyarng.mbx.army-agr-apps-emo@army.mil)

**Announcement number and position title in Subject line of email.**

# REQUIRED DOCUMENTS:

**-NGB Form 34-1** (signed)

**-DA 7424 -** Sensitive Duty Assignment Eligibility Questionnaire

**-DA Form 705 –** Most recent passing ACFT

**-DA 5500/5501 or DTMS Screenshot** Within 6 months of application submission

**-DD-214** (copy #4) of all previous DD Form 214's (Not required for on board NYARNG AGR personnel; on board AGR personnel will provide a copy of their RPAS/RPAM).

**-NGB Form 22** (as applicable)

**-Selection Board Record Brief**

**-NCOER(s): up to 5.** Applicants with no NCOERs, to include E4 and below, must provide a Letter of Recommendation or Memorandum of Good Standing from their current Unit Commander

**-DA 1059**

Leave accrued in the Reserve Component (ADOS) will not be transferred to you AGR leave balance. All leave must be used or sold prior to onboarding into the AGR program.

Applications will be accepted from individuals who meet the pre-requisites IAW NGR 600-5 and AR 135-18, and as outlined in this announcement. Soldiers who have previously been removed or resigned, in-lieu- of adverse actions, from any Technician, Active Duty or AGR position are not eligible. Individual must be able to complete a three-year initial tour of FTNGD-OS prior to completing 18 years of Active Federal Service (AFS) and mandatory removal from an active status based on age or service (without any extensions) under any provisions of law or regulation as prescribed be current directives.